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SUBJECT CLASSIFICATION GUIDE

Records Management Series




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Mail Management in Government Departments
Records Organization and Operations
Records Scheduling and Disposal

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| Of all primary subjects and sub-subjects included in Part 1, Administrative (Housekeeping) Records. | |

I. PREFACE

A. Introduction

The *Subject Classification Guide* has been prepared to provide guidance in developing a subject file classification system both for general administrative (housekeeping) records common to most government departments and agencies and for operational subject records unique to a particular department or agency.

The work as a whole does not give the records manager or systems analyst detailed guidance on how to solve special information retrieval problems with mechanical or automated devices. It is intended to provide guidance that will help the records manager to reach the right decision in developing a subject file classification structure best suited to the needs of his department or agency.

Part 1 of this *Guide*, with minor adjustments or modifications, may be used by any department or agency when implementing a new system or when planning a major revision of its existing file classification system for administrative (housekeeping) records.

Part 2 provides a plan for the operational records of a fictitious Department of Tourism.

Part 3 covers the difficult subject of codes, and suggests how to organize and use them.

Part 4 is an alphabetical index to all of the primary subjects and sub-subjects included in Part 1 *only*.

B. Purpose of a File Classification Manual

A subject file classification manual provides a system for the subject classification of all official records of a department or agency, for the filing of the records for information retrieval and reference purposes, and for the final disposition of the records in an orderly and systematic manner.

C. Definitions

1. Subject File

A collection of papers on a specific subject or sub-subject placed within a single file jacket.

2. Subject File Classification System

The logical arrangement of individual subject files within a filing system constitutes a subject file classification system.

3. Administrative (Housekeeping) Records

Records pertaining to administrative activities such as everyday personnel, financial, purchasing and property control actions (i.e. internal economy matters).

4. Operational Records

Records created by a department or agency while carrying out its basic function. In some instances, departments will have as an operational responsibility subjects already included in Part 1, Administrative records. Examples include the Public Service Commission or the Treasury Board in the matter of personnel. Both organizations have operational responsibilities for personnel and, as well, administrative responsibilities for their own staff.

D. General Principles of Subject Classification

1. Basic Principle

The basic principle of classification is that it is the **SUBJECT** of the correspondence which governs the correct selection of the applicable primary number and subject. Files dealing with companies, countries, etc. should be used for material of a general nature only. Wherever possible a subject file should be used.

2. General to Specific Files

Files should be created on the principle — “**ALWAYS PROGRESS FROM THE GENERAL TO THE SPECIFIC**”. In other words, a specific file (i.e. a secondary or tertiary) must not be created before the general file for any one primary subject. As the topic develops, specific related files are created, as needed.

3. Speculative Files

Speculative files (i.e. for which there *may* be a need in the future) should never be created. The need for a file will be governed by the existence of papers for which the file is required.

4. Mnemonic Aids

Wherever possible, use meaningful numbers such as numbers for years, vehicle numbers, etc. rather than abstract numbers. For instance, the number 74 in the following example employs a memory (mnemonic) aid. Such a device helps the classifier/user to remember the file number.

| | |
|------------|--------------------------|
| 904 | BUDGETS — GENERAL |
|------------|--------------------------|

| | |
|----|--|
| -0 | |
|----|--|

| | |
|----|---------|
| -1 | General |
|----|---------|

| | |
|-----|--------------|
| -74 | Year 1974-75 |
|-----|--------------|

5. Flexibility

The *Subject Classification Guide* is flexible to permit the addition of new primary numbers and subjects or the deletion or contraction of primary numbers and subjects. A small department or agency might not allocate the same number of subjects as a large organization. If the quantity of records is comparatively small, the subject categories will be broad and few. As the quantity of records increases, the need for more subject categories also increases. Therefore the following should be applied:

- a group of subjects in any one of the sections of Parts 1 and 2 may not be required and is therefore not used;
- a series such as “904 to 925” concerning Budgets and Estimates may be contracted to the use of one, two or three primary numbers and subjects;
- a sub-subject file that is appropriate for a small department or agency may require a primary number and subject in a large department or agency;
- separate primaries may be required for a specific act, association, committee, etc. in which a department or agency, large or small, is actively concerned;
- separate primaries may be required for unique papers that cannot be sub-divided to any other subject, regardless of the volume involved.

E. Indices

Indices are essential as finding aids in a subject classification system. In addition to the alphabetical index included in any subject classification manual, the following indices should be created and maintained in a Records Office:

1. an alphabetical cross-reference index of all primary subjects and sub-subjects as well as cross-reference entries to related subjects on file. This index should be maintained on 4" x 6" cards;
2. a numeric index which is an up-to-date listing by file numbers of all files in existence. The numeric listing should be maintained on cards, either 5" x 8" or 4" x 6", or on a visible index.

F. Design of a File Classification Plan

1. General

The records manager or systems analyst, in developing a subject file classification plan for operational records will find it helpful to conduct:

- a) a study of the acts, statutory orders and regulations under which the department or agency concerned operates, securing thereby both information on some of the subjects, and help in determining the scope and type of files required;
- b) a review of existing files and their subject content to determine:
 - (i) what records are filed relating to each subject,
 - (ii) if the files are too general,
 - (iii) if there is a need to establish additional policy files,
 - (iv) if the files are correctly identified by subject title,
 - (v) if the files are properly grouped within the correct primary subjects and numbers, and
 - (vi) which records are active and which are dormant;
- c) a study of organization charts, functional statements, procedures manuals, annual reports, etc. to secure information on departmental or agency functions and organization patterns;
- d) an examination of existing numerical indices and any other file lists to obtain information on the number of files held and in use;
- e) an inventory of all records held by user offices to determine if the user offices are using official files or are maintaining their own records. Records maintained in user offices should be provided for in the subject file classification plan;
- f) discussions with users relating to their functions and responsibilities to determine:
 - (i) the purpose for which the records are used, how they are used, and how often they are used,
 - (ii) suggestions for improvement;

g) an examination of mail received and dispatched to discover the quantity of material received and the type or form of the records.

2 Primary Numbers and Primary Subjects

Once the needed inventory information is gathered and analyzed, broad potential subject outlines (program activities) should be determined. Primary numbers and titles should be allotted. A definition of subject coverage for each primary number should be included. Provision then can be made for sub-subject files.

G. Block Numeric and Duplex Numeric Filing Systems

In the Federal Government there are two subject filing systems in general use:

Block Numeric and Duplex Numeric

The Block Numeric system is the more popular one, and this *Guide* is based upon it. The features of both follow below.

1. Block Numeric System

Blocks of primary numbers are allotted for each main subject group heading as required, for example, Administration, Finance, Personnel, etc. Primary subjects and primary numbers are allotted within each of these main subject group headings. These subjects, regardless of their number, are arranged in a logical sequence, usually alphabetical. The primary subjects, in turn, are broken down into secondary subjects and numbers which represent specific files. Finally, these secondary subjects and numbers *may* be sub-divided again into tertiary subjects and numbers representing specific files.

A complete file number under the Block Numeric system usually consists of a primary and secondary number only. A tertiary *may* be added for expansion purposes.

The Block Numeric system is the system most suitable for expansion purposes. However, it does not provide for groupings of primary subjects of a similar nature within the main group headings. For example, "Mail and Postal Services" would be listed alphabetically under "M" and allotted a mid-range primary number, while "Records Management" would be listed under "R" and given a much higher primary number allotment.

2 Duplex Numeric System

Blocks of primary numbers are allotted for each main subject group heading as required, for example, Administration, Finance, Personnel, etc. Each of these main subject group headings is further divided into sub-group headings representing broad areas of concern. In turn, each of these sub-groups is organized into secondary headings and numbers. Finally, each of the secondary headings is organized into specific files. For example, under the Duplex Numeric system, the main subject group heading of "Personnel", the sub-group heading of "Pay Administration", the secondary heading of "Basic Pay", and the specific file subject "Labourers" would appear as follows:

| | |
|--------------------|--------------------|
| Main Subject Group | Personnel |
| Primary | Pay Administration |
| Secondary | Basic Pay |
| Tertiary | Labourers |

The complete file number consists of a primary, secondary and tertiary. Secondary and tertiary numbers are usually restricted to twelve or fifteen each, suggesting a maximum of 225 subject files per sub-group. After the limit of fifteen numbers has been reached, the over-burdened groups must be re-organized.

Although the Duplex Numeric system provides a better grouping of like subjects than the Block Numeric system does, expansion in the Duplex Numeric system is difficult and time-consuming.

H. Detailed Basic Organization of the Subject Classification Guide

1. General

This manual has been organized into the following parts:

Part 1 — Administrative Records

Includes primary numbers and primary subjects with definitions for each primary subject and a listing of sub-subjects.

Part 2 — Operational Records

Includes primary numbers and primary subjects with definitions of some primary subjects and a listing of sub-subjects.

Part 3 — Codes

Includes suggestions for organizing codes.

Part 4 — Alphabetical Index

Includes an index of administrative primary subjects and sub-subjects in Part 1. Operational subjects in Part 2 have not been included in this *Guide* although normally they would be entered in the index.

2. Primary Numbers and Primary Subjects

A primary number ind.x has been allotted to each section of Parts 1 and 2. The numbers and subjects listed in the primary number index are termed “PRIMARY NUMBERS” and “PRIMARY SUBJECTS” respectively. Numeric gaps have been left between the primary numbers to permit expansion capabilities for new subjects.

3. Numerical Arrangement

The primary subject numbers listed in Part 1 have been organized in a “BLOCK NUMERIC” arrangement of numbers beginning at 100 and ranging up to 1399. These primary numbers have been divided into the five following broad classification sections:

| <u>Section</u> | <u>Group Title</u> | <u>Block Numbers</u> |
|----------------|--------------------------|----------------------|
| 1 | Administration | 100 — 499 |
| 2 | Buildings and Properties | 500 — 699 |
| 3 | Equipment and Supplies | 700 — 849 |
| 4 | Finance | 850 — 999 |
| 5 | Personnel | 1000 — 1399 |

The primary subject numbers for Part 2 begin at 2000 and range to 2799. These primary numbers have been divided into eight broad classification sections as follows:

| <u>Section</u> | <u>Group Title</u> | <u>Block Numbers</u> |
|----------------|-------------------------------|----------------------|
| 1 | Tourism — General | 2000 — 2099 |
| 2 | Accommodation | 2100 — 2199 |
| 3 | Parks | 2200 — 2299 |
| 4 | Private Enterprise | 2300 — 2399 |
| 5 | Professional Sports | 2400 — 2499 |
| 6 | Recreation and Amateur Sports | 2500 — 2599 |
| 7 | Travel | 2600 — 2699 |
| 8 | Youth | 2700 — 2799 |

4 General Arrangement of Subjects — Alphabetical

The primary subjects of each of the sections of Parts 1 and 2 have been arranged in an alphabetical series except for the first assigned number of each section which is always a "GENERAL SERIES" for the whole section. An alphabetic arrangement is not obligatory, but is desirable as a more efficient finding aid.

5 Definitions of Primary Subjects

Definitions of coverage for each primary subject of Part 1 and some primary subjects of Part 2 have been included. These definitions indicate the type of records intended to be filed under each primary subject. Several "SEE" references to subjects that might be sought under the primary subject, but which for various reasons are located elsewhere in the manual have also been included.

6 File Listing

Under each primary number and primary subject a file listing of secondary and/or tertiary numbers with their sub-subjects has been given. The sub-subjects listed under Part 1 are found generally in most government departments and agencies.

I. Organization of Complete File Numbers

1 Primary Numbers

The primary numbers and subjects listed in the primary number index before each section constitute only the first portion of a subject file number. These primary numbers are always followed by a dash "-" and a secondary number which completes the whole file number and subject, e.g.:

255 CORRESPONDENCE MANAGEMENT

(Primary Number and Primary Subject)

| | | |
|----|---|-------------------------|
| -0 | | } complete file numbers |
| -1 | General | |
| -2 | Channels of communication | |
| -3 | Preparation of Treasury Board submissions | |

2 Secondary Numbers

a) Policy and General File Numbers

In the Block Numeric system "-0" in the secondary position should always be reserved for "POLICY" and "-1" should always be reserved for "GENERAL". If the file has been created, the subject appears. If the file has not been created, the subject is left blank. Provision should always be made in the file listing for both entries, e.g.:

100 ADMINISTRATION

- 0 Policy
- 1 General

410 PLANS AND PROGRAMS

- 0
- 1 General

b) Other Secondary Sub-Subject Numbers

For secondary specific files of a primary number and primary subject add "-2, -3, -4, -5, etc." progressively as required, e.g.:

1080 EMPLOYMENT AND STAFFING — GENERAL

- 0
- 1 General
- 2 Delegation of staffing authority
- 3 Handicapped persons
- 4 Part time
- 5 Extension of employment beyond age 65

3. Tertiary Numbers

When greater detail of files is required for any sub-subject topic, the complete file number may be extended to the tertiary position. Each secondary subject may be subdivided as required, but preferably to include only four or five additional subjects. If more than four or five additional subjects are required, then a new primary number and subject should be developed. In the following example it is obvious that the tertiary position has been overloaded.

115 ACCIDENTS — MOTOR VEHICLES

- 0
- 1 General
- 2 Prevention and safety — general
 - 2-1 — safe driving week
 - 2-2 — skilled driving competitions
 - 2-3 — posters, bulletins
 - 2-4 — safety films
 - 2-5 — safety belts
 - 2-6 — regulations

Additional subjects are required. A new primary number would be developed for Accidents — Motor Vehicles — Prevention and Safety. This would now appear as:

117 ACCIDENTS — MOTOR VEHICLES — PREVENTION AND SAFETY

- (0)
- 1 General
- 2 Safe driving week
- 3 Skilled driving competitions
- 4 Posters, bulletins
- 5 Safety films
- 6 Safety belts
- 7 Regulations

4. Codes

In a large organization, if required, codes may be established for:

- a) the organizational structure of a department or agency;
- b) other government organizations;
- c) associations, committees, conferences;
- d) countries, municipalities;
- e) etc.

For further information on the organization of codes, see Part 3 of this *Guide*.

PART 1

ADMINISTRATION

**PRIMARY NUMBERS
AND
PRIMARY SUBJECTS**

100 - 1399

| SECTION | TITLE | NUMBER RANGE |
|---------|-----------------------------|--------------|
| 1 | ADMINISTRATION | 100 - 499 |
| 2 | BUILDINGS AND PROPERTIES | 500 - 699 |
| 3 | EQUIPMENT AND SUPPLIES | 700 - 849 |
| 4 | FINANCE | 850 - 999 |
| 5 | PERSONNEL | 1000 - 1399 |

PART 1

SECTION 1

ADMINISTRATION

PRIMARY NUMBERS

100 — 499

Section 1 covers a wide variety of subjects relating to administrative and managerial services, acts and legislation, associations, committees, conferences, meetings, etc.

100 — ADMINISTRATION — 499

PRIMARY NUMBERS AND PRIMARY SUBJECTS

| | |
|-----|---|
| 100 | Administration — General |
| 105 | — Organization |
| 110 | Accidents — General |
| 115 | — Motor Vehicle — General |
| 116 | — Motor Vehicle — Individual |
| 120 | Acts and Legislation — General |
| 125 | — Departmental |
| 135 | — Federal |
| 138 | — Foreign |
| 142 | — Provincial |
| 150 | Agreements |
| 155 | Appreciation, Complaints, Inquiries |
| 160 | Associations, Clubs, Societies |
| 170 | Badges, Emblems, Flags |
| 175 | Bilingualism and Biculturalism |
| 185 | Cafeterias and Eating Facilities |
| 188 | Campaigns and Canvassing |
| 192 | Ceremonies and Celebrations |
| 195 | Circulars, Directives, Orders |
| 200 | Committees |
| 210 | Communications — General |
| 215 | — Telephone |
| 218 | — Teletype/Telex |
| 220 | Conferences, Meetings, Symposia |
| 230 | Co-operation and Liaison — General |
| 234 | — Federal |
| 238 | — International |
| 242 | — Provincial |
| 245 | — Universities, Colleges, Schools, etc. |
| 250 | Corporations, Companies, Firms |
| 255 | Correspondence Management |

| | |
|-----|--|
| 265 | Data Processing |
| 275 | Emergency Measures |
| 285 | Forms Management |
| 295 | Information Services — General |
| 298 | — Advertising |
| 304 | — Articles, Bulletins, Guides, Manuscripts |
| 308 | — Books and Publications — General |
| 312 | — Books and Publications — Individual |
| 316 | — Exhibits, Fairs, Exhibitions |
| 320 | — Inquiries |
| 324 | — Lectures and Lecturers |
| 330 | Inventions, Patents, Copyrights |
| 350 | Legal Matters |
| 355 | Library Services — General |
| 360 | — Books and Publications |
| 365 | Licences and Permits |
| 375 | Mail and Postal Services |
| 380 | Management Services |
| 390 | Office Services |
| 400 | Parliamentary Matters |
| 410 | Plans and Programs |
| 420 | Records Management — General |
| 425 | — Inventories |
| 430 | — Retention and Disposal |
| 440 | Reports and Statistics — General |
| 442 | — Annual |
| 444 | — Monthly |
| 446 | — Quarterly |
| 448 | — Weekly |
| 460 | Security — General |
| 465 | — Personnel |
| 470 | — Physical |
| 480 | Travel/Transportation |
| 490 | Visits and Tours |

100 — ADMINISTRATION — 499

100 - ADMINISTRATION — GENERAL

Includes general subjects relating to the administrative functions and activities not shown elsewhere in the administrative block.

For office services and procedures — see 390 series.

- 100-0 Policy
- 1 General
- 2 Abbreviations, designations and titles
- 3 Bulletin boards — use of
- 4 Losses and thefts
- 5
- 6

105 - ADMINISTRATION — ORGANIZATION

Includes policies and procedures for the execution of departmental responsibilities; creation of and changes in organization, mission, functions, and relationship including organization and function charts; re-organization proposals and related staff studies; etc.

- 105-0
- 1 General
- 2 Historical matters
- 3 Geographic boundaries
- 4 Organization charts
- 5
- 6
- Code numbers for individual Branches or Directorates.

110 - ACCIDENTS — GENERAL

Includes aircraft, boats, trains, etc. or involving equipment; reports, investigations and claims; prevention and safety programs.

For personal accidents and injuries — see 1005 series. For other claims by and against the Crown — see 934 series.

- 110-0
- 1 General
- 2 Prevention and safety
- 3
- 4
- 5

115 - ACCIDENTS — MOTOR VEHICLE — GENERAL

Includes policies, procedures and general correspondence relating to motor vehicle accidents; safety programs; etc.

- 115-0
- 1 General
- 2 Prevention and safety — general
- 2-1 — safe driving week
- 2-2 — skilled driving competitions
- 3
- 4
- 5

116 - ACCIDENTS — MOTOR VEHICLE — INDIVIDUAL

Includes reports, investigations and claims relating to individual motor vehicle accidents.

For other claims by and against the Crown — see 934 series.

116 - Vehicle number

120 - ACTS AND LEGISLATION — GENERAL

Includes correspondence of a general nature relating to acts and legislation, debates, throne speech material, by-laws, etc.

120-0

-1 General

-2 Municipal by-laws

-3

-4

-5

125 - ACTS AND LEGISLATION — DEPARTMENTAL

Includes individual departmental bills, acts, statutory orders and regulations; correspondence, working papers, etc. leading to their preparation and amendment.

125-0

-1 General

-2 Legislative program — general

-2-74 — 1974-75

-2-75 — 1975-76

-3

-4

-5

-F1 Fisheries Act

-F2 Fisheries Improvement Loans Act

-N1 Northwest Atlantic Fisheries Convention Act

135 - ACTS AND LEGISLATION — FEDERAL

Includes individual federal bills, acts and legislation.

135-0

-1 General

-2

-3

-4

-5

-A1 Agriculture Act

-A2 Atomic Energy Control Act

-F1 Food and Drug Act

138 - ACTS AND LEGISLATION — FOREIGN

Includes foreign bills, acts and legislation.

138-0

- 1 General
- 2 Australia
- 3 France
- 4 United Kingdom
- 5 United States
- 6
- 7

142 - ACTS AND LEGISLATION — PROVINCIAL

Includes provincial and territorial bills, acts and legislation.

*142-1

- Newfoundland
- 2 Prince Edward Island
- 3 Nova Scotia
- 4 New Brunswick
- 5 Quebec
- 6 Ontario
- 7 Manitoba
- 8 Saskatchewan
- 9 Alberta
- 10 British Columbia
- 11 Northwest Territories
- 12 Yukon Territory
- 13
- 14
- 15 General
- 16
- 17

*NOTE: In this instance the numbers from 1 to 12 represent code numbers. The normal rule regarding — “0” Policy and — “1” General does not apply.

150 - AGREEMENTS

Includes correspondence relating to federal, provincial, municipal, foreign, etc. agreements, as well as the actual documents.

For financial agreements — see 880 series.

150-0

- 1 General
- 2 Record of agreements (master file)
- 3 Agreement on
- 4
- 5

155 - APPRECIATION, COMPLAINTS, INQUIRIES

Includes letters of appreciation, complaint, congratulation, criticism and condolence; congratulation to royalty; Christmas greetings and messages, etc.

For information services inquiries — see 320 series.

- 155-0 Policy
- 1 General
- 2 Letters of appreciation
- 3 Letters of complaint, criticism or inquiry
- 4 Letters of condolence
- 5 Letters of congratulation
- 6 Christmas greetings, messages and cards
- 7
- 8

160 - ASSOCIATIONS, CLUBS, SOCIETIES

Includes proceedings, minutes, annual reports, financial statements, membership and fees, etc. relating to associations, clubs, federations, foundations, leagues, orders, societies and other similar organizations.

- 160-0
- 1 General
- 2 Membership and fees
- 3
- 4
- 5
- A1 American Medical Association
- C1 Canadian Red Cross Society — general
- C1-1 — minutes
- C1-2 — reports
- C1-3 — financial statements
- C2 Canadian Standards Association

170 - BADGES, EMBLEMS, FLAGS

Includes correspondence relating to use, wearing or flying of badges, emblems, insignia, coats of arms, crests, pennants, flags, etc.

For purchase and supply — see 700 series.

- 170-0
- 1 General
- 2 Flags
- 3
- 4
- 5

175 - BILINGUALISM AND BICULTURALISM

Includes policies, guidelines, objectives, etc.; French language units; etc.

For identification and designation of bilingual positions — see 1040 series.

For language training — see 1350 to 1360 series.

For translations — see 390 series.

175-0 Policy (guidelines, objectives)

-1 General

-2 French language units

-3

-4

-5

185 - CAFETERIAS AND EATING FACILITIES

Includes correspondence relating to the administration of cafeterias, canteens and other eating facilities.

185-0 Policy

-1 General

-2 Vending machines

-3 Mobile vendors

-4 Price lists, menus, etc.

-5

-6

188 - CAMPAIGNS AND CANVASSING

Includes Canada savings bonds, united appeal, blood donor clinics, and other campaigns and drives.

188-0

-1 General

-2 Blood donor clinics

-3 Canada savings bonds — general

-3-74 — 1974

-4 United appeals — general

-4-74 — 1974

-5 Poppy day campaign

-6

-7

192 - CEREMONIES AND CELEBRATIONS

Includes special ceremonies, inaugurations, laying of corner stones, centennial celebrations, etc.

192-0

-1 General

-2 Laying of corner stones

-3

-4

-5

195 - CIRCULARS, DIRECTIVES, ORDERS

Includes departmental administrative and operating orders, circular letters, directives, regulations, etc. The original copy of each should be placed on the appropriate subject file.

For personnel directives — see 1225 series.

195-0

- 1 General
- 2 Administrative manual
- 3 Treasury Board minutes (master file)
- 4 Treasury Board circular letters (master file)
- 5 Orders-in-Council (master file)
- 6
- 7

200 - COMMITTEES

Includes correspondence on the establishment, organization, functions, agenda, notices, minutes, reports, etc. of boards, commissions, committees, councils, groups, panels, royal commissions, sub-committees, task forces, working groups, etc.

200-0

- 1 General
- 2 Inventory of federal/provincial committees
- 3
- 4
- 5
- A1 Advisory Committee on Northern Development — general
- A1-1 — agenda
- A1-2 — minutes
- A1-3 — reports
- C1 Committee on Radiation Protection
- R1 Royal Commission on Government Organization (Glassco Commission)

210 - COMMUNICATIONS — GENERAL

Includes correspondence relating to the administrative aspects of procurement, installation, maintenance, operation and use of telecommunication facilities and services.

210-0

- 1 General
- 2 Intercommunications
- 3 Administrative Telecommunications Agency — general
- 3-1 — circulars
- 4
- 5

215 - COMMUNICATIONS — TELEPHONE

Includes correspondence relating to the administrative aspects of procurement, installation, maintenance, operation and use of telephone and radio telephone facilities and systems.

215-0

- 1 General
- 2 Directories — general
- 2-1 — government
- 3 Installations and relocations
- 4 Long distance, intercity direct lines, etc.
- 5
- 6

218 - COMMUNICATIONS — TELETYPE / TELEX

Includes correspondence relating to the administrative aspects of procurement, installation, maintenance, operation and use of teletype, telex, etc. facilities and systems.

218-0

- 1 General
- 2 Circulars and directives
- 3
- 4

220 - CONFERENCES, MEETINGS, SYMPOSIA

Includes correspondence on the establishment, organization, functions, agenda, minutes, reports, etc. and participation in conferences, meetings, symposia and seminars.

For meetings of associations, clubs, societies, etc. — see 160 series.

For meetings of committees, etc. — see 200 series.

220-0

- 1 General
- 2 Approval to attend conference
- 3
- 4
- A1 Administrative Officers conference
- S1 Senior management meetings
- S2 Senior manpower planning and utilization seminar

230 - CO-OPERATION AND LIAISON — GENERAL

Includes co-operation and liaison activities with outside organizations, municipalities, etc.

Material of a specific nature should be placed on the appropriate subject file.

230-0

- 1 General
- 2 Municipalities
- 3
- 4

234 - CO-OPERATION AND LIAISON — FEDERAL

Includes co-operation and liaison activities with departmental branches, directorates, etc. and other Federal Government Departments and Agencies.

Material of a specific nature should be placed on the appropriate subject file.

234.0

- 1 General
- 2
- 3
- A1 Agriculture Canada
- A2 Atomic Energy of Canada Limited
- C1 Canadian Patents and Development Limited
- C2 Communications, Department of

238 - CO-OPERATION AND LIAISON — INTERNATIONAL

Includes co-operation and liaison activities with foreign countries and international governmental organizations such as United Nations, North Atlantic Treaty Organization, International Civil Aviation Organization, etc.

For international associations, clubs, societies, etc. — see 160 series.

Material of a specific nature should be placed on the appropriate subject file.

238.0

- 1 General
- 2 Australia
- 3 France
- 4 United Kingdom
- 5 United States
- 6
- 7

242 - CO-OPERATION AND LIAISON — PROVINCIAL

Includes co-operation and liaison activities with provincial and territorial governments and agencies.

Material of a specific nature should be placed on the appropriate subject file.

- 242- 1 Newfoundland
- 2 Prince Edward Island
- 3 Nova Scotia
- 4 New Brunswick
- 5 Quebec
- 6 Ontario
- 7 Manitoba
- 8 Saskatchewan
- 9 Alberta
- 10 British Columbia
- 11 Northwest Territories
- 12 Yukon Territory
- 13
- 14
- 15 General
- 16
- 17

245 - CO-OPERATION AND LIAISON — UNIVERSITIES, COLLEGES, SCHOOLS, ETC.

Includes co-operation and liaison activities with universities, colleges, schools, technical institutes, etc.

Material of a specific nature should be placed on the appropriate subject file.

245-0

-1 General

-2

-3

-A1 Algonquin College of Applied Arts and Technology

-B1 British Columbia, University of

250 - CORPORATIONS, COMPANIES, FIRMS

Includes correspondence of a general routine nature, including solicitations, brochures, inquiries, offers of service, etc.

For personal and service contracts — see 938 series.

For equipment procurement contracts — see 805 series.

250-0

-1 General

-2

-3

-A "A" names

-B "B" names

-C "C" names

-C1 Canadian General Electric Limited

255 - CORRESPONDENCE MANAGEMENT

Includes policies and procedures on the preparation of correspondence, submissions, etc; terminology, style, quality, production and control; channels of communication; correspondence signing authorities; etc.

For financial signing authority — see 990 series.

255-0

-1 General

-2 Channels of communication

-3 Preparation of Treasury Board submissions

-4 Preparation of ministerial correspondence

-5 Signing authorities (other than financial)

-6

-7

265 - DATA PROCESSING

Includes correspondence relating to the development or consideration of automated or electronic data processing systems and programs; feasibility studies, monitoring of application tests; etc.

For management of EDP public records — see 420 series.

For data processing equipment — see 735 series.

265.0

-1

General

-2

Surveys and studies — general

-2.1

— feasibility study on

-3

-4

-5

275 - EMERGENCY MEASURES

Includes correspondence relating to policies and plans for continuation of operations of a department in the event of an emergency; to provide assistance in emergency conditions; civil defence planning actions and precautions; etc.

275.0

-1

Policy

-2

General

-3

Disasters

-4

Government war book

-5

285 - FORMS MANAGEMENT

Includes analysis, design, control, identification, authorization, preparation and physical characteristics of forms.

For procurement of forms — see 754 series.

285.0

-1

General

-2

Forms register

-3

Standard records management forms

-4

-5

-

Form number — specific file

295 - INFORMATION SERVICES — GENERAL

Includes the general administration of public affairs and relations including documents such as news releases and clippings, motion pictures, slides, photographs, radio and television broadcasts, media relations, etc.

295.0

-1

Policy

-2

General

-3

Address, mailing and distribution lists

-4

Biographies

-5

Media relations

-6

Press clippings and releases

-7

Photographs

-8

Radio and television broadcasts

-9

Slides

298 - INFORMATION SERVICES — ADVERTISING

Includes correspondence relating to advertising in newspapers, periodicals, radio and television, etc.

298-0

- 1 General
- 2 Newspapers, magazines, periodicals, etc.
- 3 Radio
- 4 Television
- 5
- 6

304 - INFORMATION SERVICES — ARTICLES, BULLETINS, GUIDES, MANUSCRIPTS

Includes the preparation and distribution of articles, bulletins, guides, manuscripts, newsletters, etc.

304-0

- 1 General
- 2 Articles and manuscripts — general
- 2-1 — for publication
- 3 Bulletins
- 4 Guides
- 5 Newsletters
- 6
- 7

308 - INFORMATION SERVICES — BOOKS AND PUBLICATIONS — GENERAL

Includes correspondence relating to the management of publications, including the printing and binding, editing, compilation, sale and distribution, etc.

For library books and publications — see 360 series.

308-0

- 1 General
- 2 Printing and binding
- 3
- 4
- 5

312 - INFORMATION SERVICES — BOOKS AND PUBLICATIONS — INDIVIDUAL

Includes the preparation, printing, compilation, distribution, etc. of individual books, pamphlets, publications, etc.

312-01

- Office management handbook — general
- 01-1 — compilation
- 01-2 — printing
- 01-3 — distribution

316 - INFORMATION SERVICES — EXHIBITS, FAIRS, EXHIBITIONS

Includes correspondence relating to participation in exhibits, fairs, exhibitions and other community activities.

316-0

- 1 General
- 2 Canadian Government Exhibition Commission
- 3 Canadian National Exhibition, Toronto, Ontario
- 4
- 5

320 - INFORMATION SERVICES — INQUIRIES

Includes miscellaneous inquiries from the public, outside organizations, other government departments, etc. re services performed by department.

For other inquiries — see 155 series.

320-0

- 1 General
- 2
- 3
- A "A" names
- B "B" names

324 - INFORMATION SERVICES — LECTURES AND LECTURERS

Includes speeches and addresses, speech drafts, speaking engagements and arrangements, invitations, etc.

324-0

- 1 General
- 2 By the Minister
- 3
- 4
- 5

330 - INVENTIONS, PATENTS, COPYRIGHTS

Includes correspondence involving the acquiring of patent rights for inventions, patent licences and assignments, infringements, permission to use copyright material.

330-0

- 1
- 2 Inventions and patents
- 3 Copyrights
- 4
- 5

350 - LEGAL MATTERS

Includes correspondence relating to the administration of legal matters, opinions and decisions, powers of attorney, commissioner of oaths, affidavits, etc.

350-0

- 1 Policy
- 1 General
- 2 Powers of attorney
- 3 Commissioner of oaths, affidavits, etc.
- 4
- 5

355 - LIBRARY SERVICES — GENERAL

Includes correspondence relating to the administration of library services including cataloguing and accessioning procedures, subscriptions to newspapers, periodicals, etc.; acquisition of recordings, slides and filmstrips; etc.

For membership in associations, societies, etc. — see 160 series.

- 355-0 Policy
- 1 General
- 2 Liaison with the National Library
- 3 Subscriptions
- 4 Recordings, slides, etc.
- 5
- 6

360 - LIBRARY SERVICES — BOOKS AND PUBLICATIONS

Includes correspondence relating to the procurement, purchase, loan and distribution of books and publications.

- 360-0
- 1 General
- 2 Listings of
- 3 Loans
- 4 Procurement and purchases — general
 - orders
 - requisitions
- 4.1
- 4.2
- 5
- 6

365 - LICENCES AND PERMITS

Includes correspondence of a general nature relating to licences and permits.

For vehicle licences — see 840, 842 series.

For operational licences, e.g. camping, fire, fishing, hunting, etc. — see operational subject concerned.

- 365-0
- 1 General
- 2 Exploratory and scientific permits
- 3
- 4
- 5

375 - MAIL AND POSTAL SERVICES

Includes correspondence relating to the Canada Post Office postal and mail functions, postal code directory, post office regulations, inquiries and reports on lost or damaged mail, etc.

- 375-0
- 1 General
- 2 Canada Post Office regulations
- 3 Rental of Post Office boxes
- 4 Mail strikes
- 5
- 6

380 - MANAGEMENT SERVICES

Includes correspondence on management improvement studies, work simplification, office surveys, management information systems, operational performance measurement systems, etc.

380-0

- 1 General
- 2 Management information systems
- 3 Management performance measurement systems
- 4 Shared administrative services program
- 5 Studies and surveys — general
- 5.1 — on
- 6
- 7

390 - OFFICE SERVICES

Includes correspondence relating to internal office services and procedures including duplication and reproduction services, secretarial and typing services, translations, etc.

390-0

- 1 General
- 2 Office procedures
- 3 Duplication and reproduction services
- 4 Secretarial and typing services
- 5 Translation services
- 6
- 7

400 - PARLIAMENTARY MATTERS

Includes parliamentary actions on matters of interest to departments and agencies; Cabinet material; memoranda on Cabinet decisions; Cabinet agenda; parliamentary inquiries, questions and returns; motions for papers; etc.

For acts and legislation — see 120 to 142 series.

Material of a specific nature should be placed on the appropriate subject file.

400-0

- 1 General
- 2 Parliamentary inquiries
- 3 Motions for papers
- 4 Record of Cabinet decisions
- 5
- 6

410 - PLANS AND PROGRAMS

Includes administrative and operational policies, procedures, guidelines, etc. relating to program planning activities of a department or agency; review and analysis of progress in program accomplishments in relation to program goals; etc.

See also 105 series.

410-0

- 1 General
- 2 Annual reviews — general
- 2-74 — 1974
- 2-75 — 1975
- 3 Long and short range objectives
- 4
- 5

420 - RECORDS MANAGEMENT — GENERAL

Includes correspondence relating to the records management program; development, adoption and implementation of subject file classification systems; procedures and techniques for maintaining files; access to public records; microfilming of records; mail management; management of EDP public records; etc.

For data processing — see 265 series.

For mail and postal services — see 375 series.

420-0

- 1 General
- 2 Subject file classification
- 3 Records operations and procedures
- 4 File operations
- 5 Microfilming of records
- 6 Management of EDP public records
- 7 Essential records
- 8
- 9

425 - RECORDS MANAGEMENT — INVENTORIES

Includes correspondence and reports on records holdings.

425-0

- 1 General
- 2 EDP public records
- 3 Headquarters' holdings
- 4 Field offices' holdings
- 5
- 6

430 - RECORDS MANAGEMENT — RETENTION AND DISPOSAL

Includes policies and procedures used for the creation of records retention and disposal schedules; the obtaining of the Dominion Archivist's approval to destroy or transfer records outside the government; interpretation and application of general records schedules; transfer of records to the Public Archives Records Centres, to the Historical Branch, Public Archives of Canada, to other government departments; etc.

430.0

- 1 General
- 2 Annual reports of records destroyed
- 3 Personnel records
- 4 Administrative retention and disposal schedules
- 5 Operational retention and disposal schedules
- 6 Transfer of records to PARC
- 7
- 8
- Accession number — PARC accessions
- Authority number — Public Archives approvals

440 - REPORTS AND STATISTICS — GENERAL

Includes administrative reports and statistics.

440.0

- 1 General
- 2 Activity reports
- 3
- 4
- 5

442 - REPORTS AND STATISTICS — ANNUAL

Includes departmental annual reports, drafts, supporting documents and correspondence.

442.0

- 1 General
- 2
- 3
- 4
- 74 1974
- 75 1975

444 - REPORTS AND STATISTICS — MONTHLY

Includes monthly administrative reports and statistics.

444.0

- 1 General
- 2 Monthly branch status reports
- 3
- 4
- Field office codes

446 - REPORTS AND STATISTICS — QUARTERLY

Includes quarterly administrative reports and statistics.

446-0

- 1 General
- 2 Quarterly summary reports
- 3
- 4

- Field office codes

448 - REPORTS AND STATISTICS — WEEKLY

Includes weekly administrative reports and statistics.

448-0

- 1 General
- 2
- 3
- 4

- Field office codes

460 - SECURITY — GENERAL

Includes the administration of security regulations for the handling of documents, exchange and release of information, etc.

460-0

- 1 General
- 2 Release of information
- 3 Downgrading of correspondence
- 4
- 5

465 - SECURITY — PERSONNEL

Includes the administration of the personnel security program involving clearances of personnel, passes, identification methods, fingerprinting, individual security clearance case files, etc.

465-0

- 1 General
- 2 Clearances of personnel
- 3 Fingerprinting
- 4 Identification badges and passes
- 5
- 6

470 - SECURITY — PHYSICAL

Includes correspondence relating to the physical security of buildings, installation or facilities; protective alarms and intrusion detection systems; use of locks, keys and combinations; requirements for sensitive areas requiring special protective measures; etc.

For commissionaire services contracts — see 1070 series.

470.0

- 1 General
- 2 Intrusion detection systems
- 3 Post orders and regulations
- 4
- 5

480 - TRAVEL / TRANSPORTATION

Includes requests for travel authorizations; reservations; means of transportation; travel orders, directives and regulations; policy on use of local transportation such as taxis, privately owned motor cars, limousine services, freight and express; etc.

For travel allowances and expense claims — see 995 series.

480.0

- Policy
- 1 General
- 2 Travel directives, orders, regulations
- 3 Requests for travel authorizations
- 4 Hotel reservations
- 5 Taxis and limousine services
- 6 Passports, visas, etc.
- 7
- 8

490 - VISITS AND TOURS

Includes arrangements, preparation, reports and visits to and from other countries and within Canada; royal visits, visits from heads of state and other dignitaries; etc.

490.0

- General
- 1 Visits from headquarters
- 2 Visits to headquarters
- 3 Itineraries
- 4
- 5
- 6

PART 1
SECTION 2
BUILDINGS AND PROPERTIES
PRIMARY NUMBERS
500 — 699

Section 2 is concerned with subjects involving the acquisition of accommodation through purchase or rental of existing buildings and land, or through construction of new buildings. These properties are altered, developed and maintained according to the particular needs of the department. It also includes subjects such as fire prevention, utilities, etc.

500 — BUILDINGS AND PROPERTIES — 699
PRIMARY NUMBERS AND PRIMARY SUBJECTS

- 500 **Buildings and Properties — General**
- 505 **Accommodation — General**
- 510 — Reports and Statistics
- 515 **Accounting and Inventories**
- 525 **Buildings — General**
- 530 — Acquisition
- 535 — Alterations and Repairs
- 540 — Construction — General
- 545 — Construction — Contracts
- 550 — Damages
- 555 — Disposal
- 560 — Fires — General
- 565 — Fires — Automatic Sprinklers and Alarm Systems
- 575 — Maintenance
- 590 **Lands — General**
- 595 — Acquisition
- 600 — Concessions
- 605 — Development
- 610 — Disposal
- 615 — Fencing
- 620 — Flood Control
- 625 — Landscaping
- 630 — Parking Areas
- 640 — Roads, Streets, Sidewalks
- 650 **Utilities — General**
- 655 — Air Conditioning and Ventilation
- 660 — Garbage Disposal
- 665 — Gas
- 670 — Hydro Power
- 675 — Lighting
- 680 — Plumbing and Heating
- 685 — Water and Sewage

500 — BUILDINGS AND PROPERTIES — 699

500 - BUILDINGS AND PROPERTIES — GENERAL

Includes correspondence of a general nature relating to buildings and properties including sites.

See also Buildings — 525 to 575 series.

See also Lands — 590 to 640 series.

500-0

- 1 General
- 2 Zoning regulations
- 3
- 4

505 - ACCOMMODATION — GENERAL

Includes correspondence relating to current and future planning and requirements including plans for expansion, allocation of space, offers of space, etc.

See also Buildings — 525 to 575 series.

See also Lands — 590 to 640 series.

505-0

- 1 General
- 2 Offers of space
- 3 Planning and requirements
- 4 Open office landscaping
- 5
- 6

510 - ACCOMMODATION — REPORTS AND STATISTICS

Includes correspondence relating to accommodation reports and statistics.

510-0

- 1 General
- 2 Public Works (DPW) accommodation status reports
- 3 Monthly accommodation reports
- 4
- 5

515 - ACCOUNTING AND INVENTORIES

Includes correspondence and documents relating to the process of accounting for real property through a system of property record cards, supporting documents and related master drawings; inventories of real property.

515-0

- 1 General
- 2 Central real property inventory
- 3 Crown land registry regulations
- 4
- 5

525 - BUILDINGS — GENERAL

Includes correspondence of a general nature relating to buildings such as building directories, addresses and locations, elevator services, etc.

525-0

- 1 General
- 2 Building directories, addresses and locations
- 3 Elevator services
- 4 Use of facilities (conference room, etc.)
- 5
- 6

530 - BUILDINGS — ACQUISITION

Includes correspondence relating to the proposed or actual acquiring of buildings by transfer, lease, purchase, etc.

530-0

- 1 General
- 2 Renewal of leases
- 3 Mobile trailers
- 4
- 5

535 - BUILDINGS — ALTERATIONS AND REPAIRS

Includes correspondence relating to the alterations and repair of buildings and structures other than utility systems; requisitions for services to DPW; etc.

For utility systems — see 650 to 685 series.

535-0

- 1 General
- 2 Requisitions for services to DPW
- 3
- 4
- 5

540 - BUILDINGS — CONSTRUCTION — GENERAL

Includes construction of new buildings and structures and major modifications or expansion of existing structures through the process of construction; construction requirements; etc.

540-0

- 1 General
- 2 Minor construction proposals
- 3
- 4

545 - BUILDINGS — CONSTRUCTION — CONTRACTS

Includes correspondence relating to the planning, design and construction of specific projects; discussions with consultants, architects and contractors; tenders; progress reports; inspection; take over of buildings; etc.

545-0

-1 General

-2 New headquarters building — general

-2-1 — architectural design

-2-2 — Arc-Tec Construction Management Limited
(consultants)

-2-3

-3

-4

550 - BUILDINGS — DAMAGES

Includes correspondence relating to damage to buildings, reports of investigation, etc.

550-0

-1 General

-2 Headquarters building

-3

-4

555 - BUILDINGS — DISPOSAL

Includes correspondence relating to the disposal of buildings by sale, transfer, expiry of lease, etc.

555-0

-1 General

-2 Surplus listings

-3

-4

560 - BUILDINGS — FIRES — GENERAL

Includes fire regulations, fire drills, fire prevention and protection, fires and fire reports, etc.

560-0

-1 General

-2 Fire prevention and protection

-3 Regulations

-4 Reports

-5

-6

565 - BUILDINGS — FIRES — AUTOMATIC SPRINKLERS AND ALARM SYSTEMS

Includes correspondence relating to automatic sprinklers and alarm systems; the water distribution system which shows the location of fire hydrants, pumps, valves, standpipe connections and similar devices; sources of water supply; etc.

565-0

-1 General

-2

-3

-4

575 - BUILDINGS — MAINTENANCE

Includes correspondence relating to the maintenance of buildings, janitorial and cleaning services; inspection reports; etc.

575-0

- 1 General
- 2 Cleaning contract
- 3 Decorating and redecorating
- 4
- 5

590 - LANDS — GENERAL

Includes correspondence of a general nature relating to lands.

590-0

- 1 General
- 2 Trespassing
- 3 Federal land management
- 4
- 5

595 - LANDS — ACQUISITION

Includes correspondence relating to the proposed or actual acquiring of land by transfer, lease or purchase; consideration of possible sites and related proposals; etc.

595-0

- 1 General
- 2 Proposed sites
- 3 Leases
- 4 Expropriation
- 5

600 - LANDS — CONCESSIONS

Includes correspondence relating to rights of way, easements, concessions, lettings, etc. of Crown-owned land by private corporations or persons; or privately owned land by the Crown.

600-0

- 1 General
- 2 Rights of way
- 3 Cattle grazing privileges
- 4
- 5

605 - LANDS — DEVELOPMENT

Includes correspondence relating to the levelling of land, farming of land, reforestation, etc.

For landscaping — see 625 series.

605-0

- 1 General
- 2 Reforestation
- 3
- 4

610 - LANDS — DISPOSAL

Includes correspondence relating to the disposal of land by sale, transfer or expiry of lease.

610-0

- 1 General
- 2 Notification of surplus Crown property
- 3
- 4

615 - LANDS — FENCING

Includes correspondence relating to the construction, maintenance and repair of fences.

615-0

- 1 General
- 2
- 3
- 4

620 - LANDS — FLOOD CONTROL

Includes correspondence relating to preventive measures and control of minor floods.

620-0

- 1 General
- 2
- 3
- 4

625 - LANDS — LANDSCAPING

Includes correspondence relating to landscaping and gardening, maintenance of grounds, etc.

For land development — see 605 series.

625-0

- 1 General
- 2 Maintenance of grounds
- 3
- 4

630 - LANDS — PARKING AREAS

Includes correspondence relating to the construction or development of parking areas; etc.

For parking, parking application, permits, etc. — see 844 series.

630-0

- 1 General
- 2 Signs
- 3
- 4
- 5
- 6

640 - LANDS — ROADS, STREETS, SIDEWALKS

Includes correspondence relating to the construction, maintenance and repair of roads, streets, sidewalks and other hard surfaced areas; snow removal; street signs; etc.

640-0

- 1 General
- 2 Signs
- 3 Snow removal
- 4
- 5

650 - UTILITIES — GENERAL

Includes correspondence relating to the installation, operation, maintenance and repair of utility systems and facilities.

650-0

- 1 General
- 2 Refrigeration
- 3
- 4

655 - UTILITIES — AIR CONDITIONING AND VENTILATION

Includes correspondence relating to the installation, operation, maintenance and repair of air conditioning and ventilation systems and facilities.

655-0

- 1 General
- 2 Environmental control — magnetic tapes, discs, etc.
- 3
- 4

660 - UTILITIES — GARBAGE DISPOSAL

Includes correspondence relating to garbage disposal.

660-0

- 1 General
- 2 Burning of garbage, refuse, etc.
- 3 Garbage dumps
- 4
- 5

665 - UTILITIES — GAS

Includes correspondence relating to the installation, operation, maintenance and repair of natural, propane, etc. gas systems and facilities.

665-0

- 1 General
- 2 Natural gas
- 3
- 4

670 - UTILITIES — HYDRO POWER

Includes correspondence relating to the installation, operation, maintenance and repair of hydro power systems and facilities.

670-0

- 1 General
- 2 Generators
- 3 Power houses
- 4 Conservation of energy
- 5
- 6

675 - UTILITIES — LIGHTING

Includes correspondence relating to the installation, maintenance and repair of lighting systems.

675-0

- 1 General
- 2 Installation of fluorescent lighting
- 3
- 4

680 - UTILITIES — PLUMBING AND HEATING

Includes correspondence relating to the installation, operation, maintenance and repair of plumbing and heating systems and facilities.

680-0

- 1 General
- 2 Inspection of boilers
- 3
- 4

685 - UTILITIES — WATER AND SEWAGE

Includes correspondence relating to the installation, operation, maintenance and repair of water and sewage systems and facilities.

685-0

- 1 General
- 2 Water treatment
- 3
- 4

PART 1
SECTION 3
EQUIPMENT AND SUPPLIES
PRIMARY NUMBERS
700 — 849

Section 3 covers the functions of procurement, storage and warehousing, issuing, maintaining and repairing and other related subjects through to the ultimate disposal or write-off of obsolete or surplus materials.

700 — EQUIPMENT AND SUPPLIES — 849
PRIMARY NUMBERS AND PRIMARY SUBJECTS

| | |
|-----|---|
| 700 | Equipment and Supplies — General |
| 705 | Accounting and Inventories |
| 715 | Building Materials |
| 720 | Catalogues, Manuals, Price Lists |
| 725 | Clothing |
| 735 | Data Processing Equipment |
| 738 | Disposal and Surplus |
| 742 | Drawings and Specifications — Special Items |
| 750 | Foods |
| 754 | Forms |
| 758 | Fuels — Heating |
| 760 | — Motor |
| 764 | Furniture and Furnishings — Household |
| 768 | — Office |
| 780 | Maintenance and Repairs |
| 785 | Microfilming Equipment |
| 795 | Office Appliances |
| 800 | Procurement — General |
| 805 | — Contracts |
| 810 | — Local Purchase Orders |
| 815 | — Requisitions |
| 825 | Standing Offer Agreements |
| 830 | Stationery |
| 840 | Vehicles — General |
| 842 | — Individual |
| 844 | — Parking |
| 846 | — Water |

700 — EQUIPMENT AND SUPPLIES — 849

700 - EQUIPMENT AND SUPPLIES — GENERAL

Includes correspondence relating to the overall administration of materiel management of procurement and supply operations not shown elsewhere in this block.

For use, wearing, flying, etc. of badges, crests, emblems, flags — see 170 series.

700-0

- 1 General
- 2 Agreements and guarantees
- 3 Badges, emblems, crests, flags, etc.
- 4 Loans
- 5 Photographic equipment
- 6
- 7

705 - ACCOUNTING AND INVENTORIES

Includes accountability for receipt, storage and issue of equipment; stocktaking procedures and control; transaction records; inventory control; etc.

705-0

- 1 General
- 2 Furniture and furnishings
- 3 Office appliances
- 4
- 5

715 - BUILDING MATERIALS

Includes correspondence on the procurement and purchase requirements and issue of building materials and supplies including lumber, hardware, etc.

715-0

- 1 General
- 2 Hardware
- 3 Hand tools and instruments
- 4
- 5

720 - CATALOGUES, MANUALS, PRICE LISTS

Includes technical data, equipment catalogues and manuals, documents reflecting the price list of items, etc.

720-0

- 1 General
- 2 Office equipment and supplies
- 3 Laboratory equipment and supplies
- 4 Data processing equipment
- 5
- 6

725 - CLOTHING

Includes correspondence on the procurement, purchase and issue of clothing, uniforms, smocks, etc.; cleaning and laundering services.

725-0

- 1 General
- 2 Cleaning services
- 3
- 4

735 - DATA PROCESSING EQUIPMENT

Includes correspondence on the procurement, purchase and issue of data processing equipment such as computers, magnetic tapes, discs, drums, etc.

For catalogues, manuals, price lists — see 720 series.

For data processing systems and programs — see 265 series.

For maintenance and repair — see 780 series.

735-0

- 1 General
- 2 Computers
- 3
- 4

738 - DISPOSAL AND SURPLUS

Includes disposal of surplus equipment through Crown Assets Disposal Corporation; surplus equipment or lists of other government departments or agencies; condemnation and destruction of equipment; write-offs; etc.

738-0

- 1 General
- 2 Condemnation and destruction
- 3 Transfer of materials to other government departments
- 4 Write-offs
- 5
- 6

742 - DRAWINGS AND SPECIFICATIONS — SPECIAL ITEMS

Includes preliminary and final drawings; copies of specifications and photographic prints essential to the documentation of the design, modification and development of special items.

742-0

- 1 General
- 2 Shelving
- 3
- 4
- 5

750 - FOODS

Includes correspondence relating to the procurement and purchase requirements and issue of food items.

For cafeterias and eating facilities — see 185 series.

750-0

- 1 General
- 2
- 3
- 4

754 - FORMS

Includes correspondence relating to requisitions, requests and related documents for the procurement and issue of forms.

For forms management — see 285 series.

754-0

- 1 General
- 2 Requisitions
- 3
- 4

758 - FUELS — HEATING

Includes correspondence relating to the procurement, performance, supply, etc. of heating fuels.

758-0

- 1 General
- 2 Natural gas
- 3
- 4

760 - FUELS — MOTOR

Includes correspondence relating to the procurement, performance, supply, etc. of motor fuels.

760-0

- 1 General
- 2 Oils and lubricants
- 3
- 4

764 - FURNITURE AND FURNISHINGS — HOUSEHOLD

Includes correspondence relating to the procurement and purchase requirements and issue of household furniture and furnishings.

For accounting and inventories — see 705 series.

For maintenance and repair — see 780 series.

764-0

- 1 General
- 2 Beds and bedding
- 3 Chesterfields, sofas, etc.
- 4 Chairs
- 5
- 6

768 - FURNITURE AND FURNISHINGS — OFFICE

Includes correspondence relating to the procurement and purchase requirements and issue of office furniture and furnishings.

For accounting and inventories — see 705 series.

For maintenance and repair — see 780 series.

768-0

- 1 General
- 2 Filing cabinets and security shells
- 3 Modular furniture
- 4 Drapes and venetian blinds
- 5 Wall furnishings (pictures, paintings, portraits, etc.)
- 6

780 - MAINTENANCE AND REPAIRS

Includes correspondence relating to the maintenance and repair of equipment.

780-0

- 1 General
- 2 Office appliances
- 3 Data processing equipment
- 4
- 5

785 - MICROFILMING EQUIPMENT

Includes correspondence relating to the procurement and purchase requirements and issue of microfilming equipment and supplies.

For microfilming of records — see 420 series.

785-0

- 1 General
- 2 Readers
- 3 Film
- 4
- 5

795 - OFFICE APPLIANCES

Includes correspondence relating to the procurement and purchase requirements and issue of office appliances.

For accounting and inventories — see 705 series.

For maintenance and repair — see 780 series.

795-0

- 1 General
- 2 Typewriters
- 3 Calculating machines
- 4 Tape recorders
- 5
- 6

800 - PROCUREMENT — GENERAL

Includes correspondence regarding regulations, instructions and procedures relating to procurement, purchasing, requisitioning, storing and issuing of equipment and supplies; correspondence related to other procurement functions not shown elsewhere in this block.

800-0

- Policy
- 1 General
- 2 Purchasing procedures
- 3 Requisitioning procedures and methods
- 4
- 5

805 - PROCUREMENT — CONTRACTS

Includes correspondence and other related documents pertaining to a specific contract or purchase action.

805-0

- 1 General
- 2
- 3
- 4
- Contract number

810 - PROCUREMENT — LOCAL PURCHASE ORDERS

Includes procurement and purchasing actions through local purchase orders.

810-0

- 1 General
- 2
- Local purchase number (if required)
- Field office codes (if required)

815 - PROCUREMENT — REQUISITIONS

Includes procurement and purchasing actions through requisitions.

815-0

-1 General

-2

Requisition number (if required)

Field office codes (if required)

825 - STANDING OFFER AGREEMENTS

Includes lists of commodities or services available to government departments or agencies including the names of the contractors, their addresses and the dates on which the offers expire.

825-0

-1 General

-2 Index of sources of supply and services

-3

-4

-B1 Binders and folders

-B2 Bulletin boards

-F1 File cabinets (map, blueprint, cards, etc.)

830 - STATIONERY

Includes correspondence relating to the procurement and purchase requirements and issue of stationery items including papers and small office items.

830-0

-1 General

-2 Address cards

-3 Hand punches

-4

-5

840 - VEHICLES — GENERAL

Includes correspondence relating to the management and provision of government owned vehicles such as aircraft, cars, bicycles, snowmobiles, trucks, tractors, etc. including the procurement, maintenance and repairs, operating standards, registration and licences, insurance, etc.

For motor vehicle accidents — see 116 series.

For travel and mileage allowances — see 995 series.

840-0

-1 General

-2 Operating standards

-3 Maintenance and repairs

-4 Insurance

-5 Registration and licences

-6

-7

NOTE: When any of the above subjects pertain to a specific vehicle use 842 series.

842 - VEHICLES — INDIVIDUAL

Includes correspondence relating to the procurement, maintenance and repairs, operating standards, insurance, registration and licences of individual government owned vehicles.

For vehicle accidents — see 116 series.

842 - Vehicle number

844 - VEHICLES — PARKING

Includes correspondence relating to the allocation of parking spaces: permits, regulations, application for parking, etc.

For parking areas — see 630 series.

844-0

- 1 General
- 2 Permits
- 3 Regulations
- 4 Applications
- 5
- 6

846 - VEHICLES — WATER

Includes correspondence relating to the procurement, maintenance and repairs, operating standards, insurance, registration and licences, etc. of boats, canoes, outboard motors, scows, tugs, etc.

846-0

- 1 General
- 2 Operating standards
- 3 Maintenance and repairs
- 4 Insurance
- 5 Registration and licences
- 6
- 7
- Alphabetically by name of vessel

PART 1
SECTION 4
FINANCE
PRIMARY NUMBERS
850 - 999

Section 4 covers financial subjects reflecting the receipt, control and expenditures of public funds. They include accounts and accounting, allotments, audits, claims and other fiscal details. They do not include salary or equipment procurement subjects which have been assigned to Sections 3 and 5.

850 - FINANCE - 999

PRIMARY NUMBERS AND PRIMARY SUBJECTS

| | |
|-----|--|
| 850 | Finance — General |
| 855 | Accounting — General |
| 858 | — Cash |
| 862 | Accounts — Payable — General |
| 864 | — Payable — Individual |
| 870 | Accounts — Receivable — General |
| 874 | — Receivable — Individual |
| 878 | Accounts — Standing Advances |
| 880 | Agreements and Arrangements |
| 884 | Allotments and Transfers |
| 888 | Allowances |
| 892 | Audits — General |
| 895 | — Reports |
| 900 | Banks and Banking |
| 904 | Budgets — General |
| 908 | — “A” |
| 910 | — “B” |
| 912 | — “X” |
| 916 | Budgets — Estimates — General |
| 920 | — Supplementary |
| 925 | — Program Forecast |
| 930 | Cheques |
| 934 | Claims |
| 938 | Contracts |
| 942 | Currency |
| 945 | Encumbrances |
| 950 | Expenditures |
| 954 | Fees |
| 958 | Funds — General |
| 962 | — Revolving and Working Capital Advances |

| | |
|-----|---------------------------------|
| 964 | Grants |
| 988 | Reports, Statistics, Statements |
| 990 | Signing Authorities |
| 992 | Taxes |
| 995 | Travel Allowances and Expenses |

850 - FINANCE - 999

850 - FINANCE — GENERAL

Includes correspondence relating to financial management functions and plans not shown elsewhere in this block.

- 850-0 Policy
- 1 General
- 2 Financial manual
- 3 Classification and coding system
- 4 Bonds and bonding
- 5
- 6

855 - ACCOUNTING — GENERAL

Includes correspondence relating to the general administration of accounting systems and procedures; public accounts; etc.

- 855-0
- 1 General
- 2 Procedures
- 3 Public accounts
- 4
- 5

858 - ACCOUNTING — CASH

Includes correspondence relating to cash blotters, cash control records, cash receipt journals, etc.

- 858-0 Policy
- 1 General
- 2 Cash blotters
- 3 Cash control records
- 4
- 5

862 - ACCOUNTS — PAYABLE — GENERAL

Includes correspondence relating to payable accounts other than by name of supplier or individual.

- 862-0
- 1 General
- 2 Advertising
- 3 Postage
- 4 Printing costs
- 5
- 6

864 - ACCOUNTS — PAYABLE — INDIVIDUAL

Includes correspondence relating to individual payable accounts by the name of supplier or individual.

- 864-B1 Bell Canada
- G1 Grand and Toy Limited
- O1 Office Overload

870 - ACCOUNTS — RECEIVABLE — GENERAL

Includes correspondence relating to receivable (revenue) accounts other than individual receivable accounts.

- 870-0
- 1 General
- 2 Outstanding accounts
- 3 Uncollectible accounts (write-offs)
- 4
- 5

874 - ACCOUNTS — RECEIVABLE — INDIVIDUAL

Includes correspondence relating to individual receivable accounts. This applies when a government department provides services or equipment and a charge is involved.

- 874-O1 Ottawa Bacteriological Laboratory
- R1 Royal Research Laboratory

878 - ACCOUNTS — STANDING ADVANCES

Includes correspondence relating to financing and operation of standing advances re petty cash and imprest bank accounts.

For working capital advances — see 962 series.
For travel standing advances — see 995 series.

- 878-0
- 1 General
- 2 Petty cash
- 3 Imprest bank accounts
- 4
- 5
- 6

880 - AGREEMENTS AND ARRANGEMENTS

Includes correspondence relating to financial agreements and arrangements with federal, municipal, provincial and foreign governments, agencies and other organizations.

For administrative agreements — see 150 series.

- 880-0
- 1 General
- 2 Federal/provincial cost sharing agreements
- 3
- 4

884 - ALLOTMENTS AND TRANSFERS

Includes correspondence relating to distribution by allotment and transfer of appropriated funds reflecting the commitment, obligation and expenditure of funds thus allotted or sub-allotted; allotment advice; etc.

884-0

- 1 General
- 2 Transfer of funds
- 3
- 4

888 - ALLOWANCES

Includes correspondence relating to bilingual bonus allowances, foreign service allowances, isolated posts allowances, etc.

For entertainment and hospitality allowances — see 958 series.

For training allowances — see 954 series.

For travel allowances — see 995 series.

888-0

- 1 General
- 2 Bilingual bonus
- 3 Foreign service
- 4
- 5

892 - AUDITS — GENERAL

Includes correspondence relating to the overall administration of auditing matters, methods, procedures and responsibilities for performing required audits.

892-0

- 1 General
- 2 Internal
- 3
- 4

895 - AUDITS — REPORTS

Includes internal audit reports, Auditor General reports and related documents.

895-0

- 1
- 2 Internal audit reports — general
- 2-74 — 1974-75
- 3 Auditor General reports — general
- 3-74 — 1974-75

900 - BANKS AND BANKING

Includes correspondence relating to banking methods and procedures: bank accounts, bank statements, etc.

900-0

- 1 General
- 2 Statements of bank accounts
- 3 Transfer of funds
- 4
- 5

904 - BUDGETS — GENERAL

Includes correspondence of a general nature relating to budgetary practices and procedures, and budgetary controls and programs.

904.0

- 1 General
- 2 White paper
- 3
- 4
- 74 1974-75
- 75 1975-76

908 - BUDGETS — “A”

Includes correspondence relating to “A” budgets to include previous years’ total of money spent, plus small increases for cost of living, increased prices, etc.

908.0

- 1 General
- 2
- 74 1974-75
- 75 1975-76

910 - BUDGETS — “B”

Includes correspondence relating to “B” budgets requesting funds and man years to carry out new programs not previously approved in the estimates.

910.0

- 1 General
- 2
- 74 1974-75
- 75 1975-76

912 - BUDGETS — “X”

Includes correspondence relating to “X” budgets which eliminate or discontinue some operation or program thus giving up man years and money related to the discontinued program or operation.

912.0

- 1 General
- 2
- 74 1974-75
- 75 1975-76

916 - BUDGETS — ESTIMATES — GENERAL

Includes correspondence and documents issued calling for budget estimate preparation and submission for specific periods and the related guidelines and instructions; budget estimates and supporting justifications; etc.

NOTE: When estimates are approved, they become the budget for the fiscal year concerned.

| | |
|-------|---------|
| 916-0 | |
| -1 | General |
| -2 | |
| -74 | 1974-75 |
| -75 | 1975-76 |

920 - BUDGETS — ESTIMATES — SUPPLEMENTARY

Includes correspondence and documents relating to supplementary estimates and supporting justifications.

| | |
|-------|---------|
| 920-0 | |
| -1 | General |
| -2 | |
| -74 | 1974-75 |
| -75 | 1975-76 |

925 - BUDGETS — ESTIMATES — PROGRAM FORECAST

Includes correspondence relating to the planning and forecasting of costs of program requirements for future periods.

NOTE: When program forecasts are approved, they become estimates for the fiscal year concerned.

| | |
|-------|---------|
| 925-0 | |
| -1 | General |
| -2 | |
| -74 | 1974-75 |
| -75 | 1975-76 |

930 - CHEQUES

Includes correspondence relating to cheque abstracts, cheque lists, cancelled cheques, requisitions for cheques, etc.

| | |
|-------|---------------------------|
| 930-0 | |
| -1 | General |
| -2 | Lost or duplicate cheques |
| -3 | Requisitions for cheques |
| -4 | |
| -5 | |

934 - CLAIMS

Includes correspondence relating to claims by and against the Crown; debts due to and against the Crown; etc.

For personal injuries and accidents — see 1005 series

For vehicle accident claims — see 116 series.

- 934-0 Policy
- 1 General
- 2 Claims against the Crown — general
- 2-1 — loss of personal effects
- 3 Claims by the Crown
- 4
- 5

938 - CONTRACTS

Includes correspondence relating to guidelines, procedures and regulations on personal and service contracts; individual contract case files including the hiring of consultant services; etc.

For construction contracts — see 545 series

For procurement contracts — see 805 series

For Corps of Commissioners contracts — see 1070 series

- 938-0
- 1 General
- 2 Guidelines, procedures, regulations
- 3
- 4
- P1 Price Waterhouse and Company — service contract on

942 - CURRENCY

Includes correspondence relating to currency including foreign currency, exchange rates, etc.

- 942-0
- 1 General
- 2 Foreign currency
- 3
- 4

945 - ENCUMBRANCES

Includes correspondence relating to financial encumbrances and reimbursements by and to other government departments and agencies.

- 945-0
- 1 General
- 2 Provided by to other government departments and agencies
- 3 Provided by other government departments and agencies to
- 4
- 5

950 - EXPENDITURES

Includes correspondence relating to expenditure transactions, statements, etc.

950-0

- 1 General
- 2 Statement of actual and forecasted expenditures
- 3 Survey of Federal Government expenditures on scientific activities
- 4
- 5

954 - FEES

Includes consultant and professional services fees, tuition fees for training courses, etc.

For membership fees re associations, societies, etc. — see 160 series.

954-0

- 1 General
- 2 Reimbursement of tuition fees for training
- 3 Honoraria to lecturers, consultants, etc.
- 4
- 5

958 - FUNDS — GENERAL

Includes correspondence relating to hospitality and entertainment funds, non-public funds, trust funds, etc.

958-0

- 1 General
- 2 Hospitality
- 3 Entertainment claims and expenses
- 4
- 5

962 - FUNDS — REVOLVING AND WORKING CAPITAL ADVANCES

Includes correspondence relating to the establishment and operation of revolving funds and working capital advances used to finance a specific program or operation which is expected to be self-sustaining to recover the total costs of operations.

For standing advances — see 878 series.

962-0

- Policy
- 1 General
- 2
- 3
- 4

964 - GRANTS

Includes correspondence relating to grants of money to outside organizations, individuals, etc. to carry out a specific project, assignment, etc.

964-0

- Policy
- 1 General
- 2
- 3
- C1 Canadian Industries Limited — general
- C1-1 — low power fuel cells

988 - REPORTS, STATISTICS, STATEMENTS

Includes correspondence relating to financial reporting systems; financial management reports, statistics and statements not shown elsewhere in this block.

For audit reports — see 895 series.

988-0

- 1 General
- 2 Financial reporting systems
- 3 Financial management reports
- 4 Financial analysis statements
- 5
- 6

990 - SIGNING AUTHORITIES

Includes correspondence relating to financial management signing authorities.

For correspondence signing authorities — see 255 series.

990-0

- 1 General
- 2
- 3
- 4
- 5

992 - TAXES

Includes correspondence relating to customs and excise tax, provincial sales tax, tax incentives, etc.

992-0

- 1 General
- 2 Customs and excise tax — general
- 2-1 — exemption certificates
- 3 Provincial sales tax
- 4
- 5

995 - TRAVEL ALLOWANCES AND EXPENSES

Includes correspondence relating to travel advances, travel allowances including mileage, travel expense claims, removal expenses; travel documents relating to individuals; etc.

For travel/transportation (general) — see 480 series.

995-0

- 1 General
- 2 Travel allowances (including mileage)
- 3 Travel advances
- 4
- 5
- By name of individual (includes travel advances, expense claims, removal expenses, etc.)

PART 1
SECTION 5
PERSONNEL
PRIMARY NUMBERS
1000 - 1399

Section 5 covers subjects relating to the employment of members of the Public Service of Canada. Documentary forms concerning individuals will be filed on the personal files which should not be allotted any number but simply arranged alphabetically by the complete name of the individuals. Correspondence of a policy or general nature is provided for herein. These subjects include areas reflecting attendance, establishment, leave, holidays, salaries and wages, promotions, training of staff, etc.

1000 — PERSONNEL — 1399

PRIMARY NUMBERS AND PRIMARY SUBJECTS

| | |
|------|-----------------------------------|
| 1000 | Personnel — General |
| 1005 | Accidents and Injuries |
| 1010 | Appointments |
| 1015 | Attendance |
| 1020 | Awards and Honours — General |
| 1025 | — Incentive |
| 1035 | Bilingualism — General |
| 1040 | — Positions |
| 1050 | Classification — General |
| 1055 | — By Category and Group |
| 1060 | — Standards |
| 1070 | Corps of Commissionaires |
| 1080 | Employment and Staffing — General |
| 1085 | — Applications |
| 1090 | — Competitions |
| 1095 | — Programs |
| 1100 | — Recruitment |
| 1105 | — Staff Requests |
| 1110 | — Summer Students |
| 1115 | — Term |
| 1120 | Establishment |
| 1140 | Health and Medical Services |
| 1145 | Hours of Work and Overtime |
| 1150 | Insurance — General |
| 1155 | — Provincial Hospital Plans |
| 1160 | — Provincial Medicare Plans |
| 1170 | Leave and Holidays |
| 1180 | Manpower Planning — General |
| 1185 | — Career Management |
| 1190 | — Inventories |
| 1195 | — Performance Appraisal |
| 1200 | — Reports and Statistics |
| 1205 | — Requirements and Utilization |
| 1220 | Promotions and Reclassifications |

| | |
|------|---|
| 1225 | Regulations and Directives |
| 1230 | Reports and Statistics |
| 1240 | Retirement and Separations |
| 1250 | Salaries and Wages — General |
| 1255 | — Regulations |
| 1260 | Selection Standards |
| 1265 | Staff Relations — General |
| 1270 | — Adjudication |
| 1280 | — Bargaining Agents |
| 1285 | — Collective Agreements and Interpretations |
| 1290 | — Discipline |
| 1295 | — Grievances |
| 1300 | — Managerial and Confidential Exclusions |
| 1305 | — Union Relations |
| 1310 | Studies, Surveys, Systems, etc. |
| 1320 | Superannuation and Pension Plans |
| 1330 | Training and Development — General |
| 1335 | — Courses — General |
| 1340 | — Courses — Departmental |
| 1345 | — Courses — Public Service Commission |
| 1350 | — Language — General |
| 1355 | — Language — English |
| 1360 | — Language — French |
| 1365 | — Plans |
| 1385 | Welfare |

1000 — PERSONNEL — 1399

1000 - PERSONNEL — GENERAL

Includes correspondence relating to the general administration of personnel management activities not shown elsewhere in this block, exclusive of correspondence and documents relating to individual employees.

1000-0

- 1 General
- 2 Personnel manual
- 3 Documentation and records
- 4 Oaths of allegiance and secrecy
- 5 Transfers
- 6
- 7

1005 - ACCIDENTS AND INJURIES

Includes correspondence relating to the administration of safety programs to reduce accidental injuries; liaison with the Workmen's Compensation Board; etc.

For vehicle, boats, etc. accidents — see 110 to 116 series.

1005-0

- 1 General
- 2 Occupational health and safety
- 3 Workmen's compensation
- 4
- 5

1010 - APPOINTMENTS

Includes correspondence relating to acting appointments, announcements of appointments, etc.

1010-0

- 1 General
- 2 Acting
- 3 Announcements
- 4
- 5

1015 - ATTENDANCE

Includes policies and procedures relating to attendance; time and attendance reports; etc.

For collective agreements — see 1285 series.

1015-0

- Policy and procedures
- 1 General
- 2 Time and attendance reports
- 3
- 4

1020 - AWARDS AND HONOURS — GENERAL

Includes correspondence relating to decoration and award presentations and recommendations re centennial medals, gold medal award, etc.

1020-0

- 1 General
- 2 Centennial medal
- 3 Bravery
- 4 Gold medal award — Professional Institute of the Public Service of Canada
- 5
- 6

1025 - AWARDS AND HONOURS — INCENTIVE

Includes correspondence relating to the administration of the incentive award program to personnel for outstanding achievements, merit awards, suggestions, etc.; individual suggestions made by employees to improve administration and operations, including both approved and rejected suggestions.

1025-0

- 1 General
 - 2 Long service
 - 3 Merit
 - 4 Outstanding achievements
 - 5 Suggestions
 - 6
 - 7
- Suggestion number and title

1035 - BILINGUALISM — GENERAL

Includes correspondence of a general nature regarding the personnel aspects e.g. recruiting, replacements, etc.

1035-0

- 1 General
- 2 Language training replacements
- 3
- 4

1040 - BILINGUALISM — POSITIONS

Includes correspondence relating to the identification and designation of bilingual positions; language requirements program; etc.

For bilingualism and biculturalism — see 175 series.

For language training — see 1350 to 1360 series.

1040-0

- Policy
- 1 General
- 2 Identification and designation of bilingual positions
- 3
- 4

1050 - CLASSIFICATION — GENERAL

Includes policies and procedures on classification of positions; delegation of classification authority; holding classifications (red circled positions); audits and post-audits by Treasury Board; individual position files containing certified master copies showing position numbers, description, position summary, etc.

For classification grievances — see 1295 series.

- 1050-0 Policy and procedures
 - 1 General
 - 2 Delegation of classification authority
 - 3 Audits — general
 - 3-1 — by Treasury Board
 - 4 Holding classifications (red circled positions)
 - 5
 - 6
 - Position number and title

1055 - CLASSIFICATION — BY CATEGORY AND GROUP

Includes correspondence relating to classification of positions by category and group including classification challenges, conversion, etc.

- 1055-0
 - 1 General
 - 2
 - 3
 - A1 Administrative and Foreign Service — general
 - A1-1 — Administrative Services Group
 - A1-2 — Personnel Administration Group
 - A2 Administrative Support — general
 - A2-1 — Clerical and Regulatory Group
 - A2-2 — Data Processing Group
 - etc.

1060 - CLASSIFICATION — STANDARDS

Includes correspondence and documents relating to classification standards to provide guidance in evaluating positions.

For selection standards — see 1260 series.

- 1060-0
 - 1 General
 - 2
 - 3
 - A1 Administrative and Foreign Service — general
 - A1-1 — Administrative Services Group
 - A1-2 — Personnel Administration Group
 - etc.

1070 - CORPS OF COMMISSIONAIRES

Includes correspondence relating to the Corps of Commissioners' services.

For post orders and regulations — see 470 series.

1070.0

- 1 General
- 2 Contract — headquarters building
- 3 — field units
- 4
- 5

1080 - EMPLOYMENT AND STAFFING — GENERAL

Includes correspondence relating to the staffing of positions, delegation of staffing authority, employment of handicapped persons, etc.

For hiring of consultants — see 938 series.

1080.0

- Policy
- 1 General
- 2 Delegation of staffing authority
- 3 Handicapped persons
- 4 Part time
- 5 Extension of employment beyond age 65
- 6
- 7

1085 - EMPLOYMENT AND STAFFING — APPLICATIONS

Includes correspondence relating to applications for employment, offers of service, etc.

1085.0

- 1 General
- 2
- 3
- A "A" names
- B "B" names
- C "C" names
- etc.

1090 - EMPLOYMENT AND STAFFING — COMPETITIONS

Includes correspondence relating to competitions and examinations, eligible lists for filling staff vacancies or new positions, etc.

1090.0

- 1 General
- 2 Eligible lists
- 3 Appeals
- 4
- Competition number

1095 - EMPLOYMENT AND STAFFING — PROGRAMS

Includes correspondence relating to co-operative programs with universities, colleges, etc.; work experience programs; winter works programs; etc.

For career planning programs — see 1185 series.

For recruiting programs — see 1100 series.

For summer employment programs — 1110 series.

1095-0

- 1 General
- 2 Work experience programs
- 3 Co-op programs — general
- 3-1 — University of Waterloo
- 4 Winter works programs
- 5
- 6

1100 - EMPLOYMENT AND STAFFING — RECRUITMENT

Includes correspondence relating to recruiting and interviewing of prospective employees at universities, colleges, etc.; advertising of job openings and vacancies; job opportunities; posters; recruitment of Francophones; etc.

1100-0

- 1 General
- 2 Advertising
- 3 Posters
- 4 Recruitment of Francophones
- 5
- 6
- A1 Acadia University
- B1 British Columbia, University of
- B2 British Columbia Institute of Technology

1105 - EMPLOYMENT AND STAFFING — STAFF REQUESTS

Includes correspondence relating to requests for staff to fill vacancies, replacements, etc.

For language training replacements — see 1035 series.

1105-0

- 1 General
- 2 Administration Directorate
- 3
- 4

1110 - EMPLOYMENT AND STAFFING — SUMMER STUDENTS

Includes correspondence relating to the hiring of summer students; requests for career-orientated summer employment program; renominations of students; etc.

1110-0

- 1 General
- 2
- 3
- 74 1974 summer program
- 75 1975 summer program

1115 - EMPLOYMENT AND STAFFING — TERM

Includes correspondence relating to the hiring of casual and term employees.

1115-0

- 1 General
- 2 Employment agencies
- 3
- 4

1120 - ESTABLISHMENT

Includes correspondence relating to the number, grade and category of positions; the allotment, increase or decrease of personnel; etc.

For manpower requirements and utilization — see 1205 series.

For manpower forecasts and estimates — see 1205 series.

For manpower reports and statistics — see 1200 series.

1120-0

- 1 General
- 2 Staff freeze and staffing controls
- 3 Administration Directorate
- 4 Information Services Branch
- 5
- 6

1140 - HEALTH AND MEDICAL SERVICES

Includes correspondence relating to medical examinations, health surveys, X-rays, health units and other medical facilities.

For health insurance plans — see 1150 to 1160 series.

1140-0

- 1 General
- 2 Medical examinations
- 3 TB X-ray surveys
- 4 Health units
- 5
- 6

1145 - HOURS OF WORK AND OVERTIME

Includes correspondence relating to hours of work, flexible hours, time off to vote, time off for special occasions, early closing, overtime including compensation, etc.

For collective agreements — see 1285 series.

For adjudication decisions — see 1270 series.

1145-0

- 1 General
- 2 Compensation for overtime
- 3 Flexible hours of work
- 4
- 5

1150 - INSURANCE — GENERAL

Includes correspondence relating to medical insurance plans, death benefit plans, disability insurance, unemployment insurance, etc.

1150-0

- 1 General
- 2 Death Benefit Plan
- 3 Group Surgical Medical Insurance Plan
- 4 Disability Insurance
- 5 Public Service Management Insurance Plan
- 6 Unemployment Insurance
- 7
- 8

1155 - INSURANCE — PROVINCIAL HOSPITAL PLANS

Includes correspondence relating to provincial hospital insurance plans.

1155-0

- 1 Newfoundland
 - 2 Prince Edward Island
- etc.

1160 - INSURANCE — PROVINCIAL MEDICARE PLANS

Includes correspondence relating to provincial medical services and health insurance plans.

1160-0

- 1 Newfoundland
 - 2 Prince Edward Island
- etc.

1170 - LEAVE AND HOLIDAYS

Includes policies and procedures relating to vacation, sick, special and other types of leave; designated paid holidays; etc.

For collective agreements — see 1285 series.

For educational leave — see 1330 series.

1170-0

- 1 General
- 2 Special leave
- 3
- 4

1180 - MANPOWER PLANNING — GENERAL

Includes correspondence relating to the administration of manpower control and planning.

1180-0

- 1 General
- 2 Equal employment opportunities
- 3
- 4

1185 - MANPOWER PLANNING — CAREER MANAGEMENT

Includes correspondence relating to programs designed to manage the career or development of employees' capabilities through a program of selection, assignments, self development and programmed training.

For training and development — see 1330 to 1365 series.

1185-0

- 1 General
- 2 Career Assignment Program (CAP)
- 3 Administrative trainees
- 4 Executives — general
- 4.1 — interchange Canada program
- 5
- 6

1190 - MANPOWER PLANNING — INVENTORIES

Includes correspondence relating to personnel inventory systems, data stream, etc.

1190-0

- 1 General
- 2 Data stream
- 3
- 4

1195 - MANPOWER PLANNING — PERFORMANCE APPRAISAL

Includes policies and procedures relating to performance appraisals and reviews; probationary and notice periods; etc.

1195-0

- 1 General
- 2 Probationary and notice periods
- 3
- 4

1200 - MANPOWER PLANNING — REPORTS AND STATISTICS

Includes correspondence relating to manpower allocation, requirements and utilization reports and statistics.

1200-0

- 1 General
- 2 Strength and utilization statistics
- 3 Quarterly report to Treasury Board on manpower utilization
- 4 Manpower status reports
- 5 Staff turnover data and statistics
- 6
- 7

1205 - MANPOWER PLANNING — REQUIREMENTS AND UTILIZATION

Includes correspondence relating to current and projected manpower requirements; personnel resource requirements, forecasts and estimates; manpower allocation and control; etc.

1205-0

- 1 General
- 2 Staffing requirements, forecasts and estimates
- 3 Manpower allocation and control
- 4
- 5

1220 - PROMOTIONS AND RECLASSIFICATIONS

Includes policies and procedures on promotions and reclassifications of personnel.

1220-0

- Policy and procedures
- 1 General
- 2
- 3

1225 - REGULATIONS AND DIRECTIVES

Includes correspondence relating to the Public Service employment regulations; terms and conditions of employment; personnel management directives and guidelines; etc.

For pay regulations — see 1255 series.

1225-0

- 1 General
- 2 Public Service employment regulations
- 3 Public Service conflict of interest guidelines
- 4
- 5

1230 - REPORTS AND STATISTICS

Includes personnel reports and statistics not shown elsewhere in this block.

For manpower planning reports and statistics — see 1200 series.

1230-0

- 1 General
- 2 Monthly report on personnel activities
- 3
- 4

1240 - RETIREMENT AND SEPARATIONS

Includes correspondence relating to retirement, resignation, separations, lay-off policies and procedures; abandonment of positions; re-location of surplus staff; etc.

1240-0

- Policy
- 1 General
- 2 Lay-off policies and procedures
- 3 Abandonment of positions
- 4 Placement of redundant employees
- 5
- 6

1250 - SALARIES AND WAGES — GENERAL

Includes correspondence relating to the administration of salary and wage matters, rates of pay, deductions, etc.

For collective agreements — see 1285 series.

- 1250-0 Policy
- 1 General
- 2 Inquiries
- 3 Annual increases
- 4 Deductions
- 5 Supply and Services (DSS) pay system
- 6
- 7

1255 - SALARIES AND WAGES — REGULATIONS

Includes correspondence relating to pay regulations for performance pay, senior merit pay, acting pay; etc.

- 1255-0
- 1 General
- 2 Acting pay
- 3 Senior merit pay
- 4 Retroactive remuneration
- 5
- 6

1260 - SELECTION STANDARDS

Includes correspondence relating to selection standards to establish a pattern for the selection or promotion of staff or according to merit, through achievement and goals oriented criteria.

For classification standards — see 1060 series.

- 1260-0
- 1 General
- 2
- 3
- A1 Administrative and Foreign Service — general
- A1-1 — Administrative Services Group
- etc.

1265 - STAFF RELATIONS — GENERAL

Includes correspondence relating to employee-management relations and services.

- 1265-0
- 1 General
- 2 Designated employees
- 3 Strikes and work stoppages
- 4
- 5

1270 - STAFF RELATIONS — ADJUDICATION

Includes correspondence relating to the administration of grievance adjudication established under the Public Service Staff Relations Act; Public Service Staff Relations Board decisions; arbitration tribunals relating to leave, discharge, dismissal, rates of pay, shift work, overtime, etc.

For Grievances — see 1295 series.

- 1270-0 Policy
- 1 General
- 2 Public Service Staff Relations Board decisions
- 3 Federal Court of Appeal decisions
- 4 Cases withdrawn from adjudication
- 5
- 6

1280 - STAFF RELATIONS — BARGAINING AGENTS

Includes correspondence relating to certification of bargaining agents by the Public Service Staff Relations Board; bargaining calendar; etc.

- 1280-0
- 1 General
- 2 Certification by Public Service Staff Relations Board
- 3 Bargaining calendar
- 4
- 5

1285 - STAFF RELATIONS — COLLECTIVE AGREEMENTS AND INTERPRETATIONS

Includes correspondence relating to collective agreements or contracts including guidelines and interpretations; collective agreements by category to set forth certain terms and conditions of employment relating to pay, hours of work, employee benefits, etc.

- 1285-0
- 1 General
- 2 Interpretations
- 3
- 4
- A1 Administrative and Foreign Service Category
- A2 Administrative Support Category
- O1 Operational Category
- S1 Scientific and Professional Category
- T1 Technical Category

1290 - STAFF RELATIONS — DISCIPLINE

Includes policies and procedures for disciplinary actions relating to misconduct, intoxication, misuse of government property, etc.

- 1290-0 Policy and procedures
- 1 General
- 2 Discharge
- 3
- 4
- 5

1295 - STAFF RELATIONS — GRIEVANCES

Includes correspondence relating to policies, methods and procedures for handling grievances and complaints of employees; individual case files; etc.

For grievance adjudications — see 1270 series.

1295-0 Policy and procedures

-1 General

-2 Classification

-3

-4

- Individual cases by name

1300 - STAFF RELATIONS — MANAGERIAL AND CONFIDENTIAL EXCLUSIONS

Includes correspondence relating to managerial and confidential exclusions from collective bargaining agreements, contracts, etc.

1300-0 Policy

-1 General

-2 Casual and part time employees

-3 Public Service Staff Relations Board decisions

-4 Reports

-5

-6

1305 - STAFF RELATIONS — UNION RELATIONS

Includes correspondence relating to relationships between management and employees' unions, groups or associations; use of employers' facilities; union dues; etc.

For certification of bargaining agents — see 1280 series.

1305-0

-1 General

-2 Use of employers' facilities

-3 Bulletin boards

-4 Union representatives and shop stewards

-5 Union dues — general

-5-1 — check-off

-5-2

-6

-7

1310 - STUDIES, SURVEYS, SYSTEMS, ETC.

Includes correspondence relating to personnel management surveys, studies and systems.

1310-0

-1 General

-2 Central Personnel Records Systems for the Public Service (CPRS)

-3 Personnel management information system

-4 Personnel management evaluation system

-5 Survey of benefit usage in the Public Service

-6

-7

1320 - SUPERANNUATION AND PENSION PLANS

Includes correspondence relating to superannuation, Canada Pension Plan, reciprocal transfer agreements, etc.

For retirement and separations — see 1240 series.

1320-0

- 1 General
- 2 Canada Pension Plan
- 3 Reciprocal transfer agreements
- 4
- 5

1330 - TRAINING AND DEVELOPMENT — GENERAL

Includes correspondence relating to the general administration of training functions and activities: training schedules, directives, etc.

For leave and holidays — see 1170 series.

1330-0

- Policy
- 1 General
- 2 Educational leave
- 3 Fellowships and scholarships
- 4
- 5

1335 - TRAINING AND DEVELOPMENT — COURSES — GENERAL

Includes correspondence relating to courses, types of courses, course content, attendance records, evaluation reports and comments, etc.

1335-0

- 1 General
- 2 Evening and correspondence courses
- 3 Records management course
- 4
- 5

1340 - TRAINING AND DEVELOPMENT — COURSES — DEPARTMENTAL

Includes correspondence relating to departmental courses, course content, attendance records, evaluation reports and comments, etc.

1340-0

- 1 General
- 2 Financial management
- 3 Pre-retirement
- 4
- 5

1345 - TRAINING AND DEVELOPMENT — COURSES — PUBLIC SERVICE COMMISSION

Includes correspondence relating to Public Service courses.

- 1345-0
- 1 General
- 2 Calendar of courses
- 3 Educational Resources Inventory (ERI) news
- 4 Management analysis course
- 5
- 6

1350 - TRAINING AND DEVELOPMENT — LANGUAGE — GENERAL

Includes language training and training courses; nominations for language training; etc.

For language training replacements — see 1035 series.

- 1350-0 Policy
- 1 General
- 2
- 3
- 4
- 5

1355 - TRAINING AND DEVELOPMENT — LANGUAGE — ENGLISH

Includes English language training and training courses; nominations for language training; etc.

For language training replacements — see 1035 series.

- 1355-0
- 1 General
- 2 Nominations
- 3
- 4

1360 - TRAINING AND DEVELOPMENT — LANGUAGE — FRENCH

Includes French language training and training courses; nominations for language training; etc.

For language training replacements — see 1035 series.

- 1360-0
- 1 General
- 2 Nominations
- 3
- 4

1365 - TRAINING AND DEVELOPMENT — PLANS

Includes correspondence reflecting the overall programming and scheduling of training and development plans.

1365-0

-1 General

-2

-3

-4

-74 Annual training plan — 1974

-75 — 1975

1385 - WELFARE

Includes correspondence relating to morale, counselling, welfare and recreation matters.

1385-0

-1 General

-2 Day care centre programs

-3 Sports and recreation

-4 Counselling — general

-4.1 — alcoholism

-4.2 — drugs

-5

-6

PART 2

OPERATIONAL

PRIMARY NUMBERS
AND
PRIMARY SUBJECTS

2000 - 9999

| SECTION | TITLE | NUMBER RANGE |
|----------------|--|---------------------|
| 1 | TOURISM — GENERAL | 2000 - 2099 |
| 2 | ACCOMMODATION | 2100 - 2199 |
| 3 | PARKS | 2200 - 2299 |
| 4 | PRIVATE ENTERPRISE | 2300 - 2399 |
| 5 | PROFESSIONAL SPORTS | 2400 - 2499 |
| 6 | RECREATION AND AMATEUR SPORTS | 2500 - 2599 |
| 7 | TRAVEL | 2600 - 2699 |
| 8 | YOUTH | 2700 - 2799 |

PART 2
SECTION 1
TOURISM — GENERAL
PRIMARY NUMBERS
2000 - 2099

Section 1 covers a wide variety of subjects relating to operational responsibilities of the Department of Tourism which are not included in the remaining Sections 2 to 8.

2000 — TOURISM — GENERAL — 2099
PRIMARY NUMBERS AND PRIMARY SUBJECTS

| | |
|-------------|--|
| 2000 | Tourism — General |
| 2015 | Celebrations |
| 2020 | Exhibitions — Municipal |
| 2025 | Expositions — General |
| 2030 | Expo 76 |
| 2055 | Man and His World |
| 2065 | Promotion and Development — General |
| 2070 | — Programs |
| 2075 | Provincial |
| 2080 | Resources |

2000 — TOURISM — GENERAL — 2099

2000 - TOURISM — GENERAL

Includes correspondence of a general nature relating to tourism activities not shown elsewhere in this block.

- 2000-0 Policy
- 1 General
- 2 Encouragement
- 3 Tourists from the United States
- 4
- 5

2015 - CELEBRATIONS

Includes correspondence relating to participation in community activities such as carnivals, festivals and other special events.

- 2015-0
- 1 General
- 2 Oktoberfest — Kitchener, Ontario
- 3 Ottawa Tulip Festival
- 4 Quebec Carnival
- 5 Grey Cup
- 6
- 7

2020 - EXHIBITIONS — MUNICIPAL

Includes correspondence relating to the participation in, support of, etc. municipal exhibitions.

- 2020-0
- 1 General
- 2 Canadian National Exhibition, Toronto, Ontario
- 3 Pacific National Exhibition, Vancouver, British Columbia
- 4 Ottawa Winter Fair
- 5
- 6

2025 - EXPOSITIONS — GENERAL

Includes correspondence relating to participation in, support of, etc. expositions.

- 2025-0
- 1 General
- 2 Osaka, Japan
- 3
- 4

2030 - EXPO 76

Includes correspondence relating to participation in, support of, etc. Expo 76.

2030-0

- 1 General
- 2 Exhibits
- 3 Closing of Expo 76
- 4
- 5

2055 - MAN AND HIS WORLD

Includes correspondence relating to participation in, support of, etc. Man and His World.

2055-0

- 1 General
- 2 Financing
- 3 Construction
- 4 Passes
- 5
- 6

2065 - PROMOTION AND DEVELOPMENT — GENERAL

Includes correspondence relating to the promotion and development of the tourist industry.

2065-0

- 1 General
- 2 Attraction of tourists from other countries
- 3
- 4

2070 - PROMOTION AND DEVELOPMENT — PROGRAMS

Includes correspondence relating to programs to attract tourists; liaison with associations, clubs, etc.

2070-0

- 1 General
- 2 Knights of Columbus Club
- 3 Shriners Club
- 4 Zonta Club
- 5
- 6

2075 - PROVINCIAL

Includes correspondence relating to co-operation with the provinces regarding tourism.

2075-1

- 2 Newfoundland
- 3 Prince Edward Island
- 4 Nova Scotia
- 5 New Brunswick
- 6 Quebec
- 7 Ontario
- 8 Manitoba
- 9 Saskatchewan
- 10 Alberta
- 11 British Columbia

2080 - RESOURCES

Includes correspondence relating to the utilization of natural resources to further tourism.

- 2080-0 Policy
- 1 General
- 2 Wildlife preservation
- 3 Opening of lakes to tourists
- 4 Nature trails
- 5
- 6

PART 2
SECTION 2
ACCOMMODATION
PRIMARY NUMBERS
2100 - 2199

Section 2 is concerned with *operational* subjects relating to accommodation and related facilities such as eating and drinking as they affect the public. Accommodation relating to the needs of the department itself is dealt with under Administration — Buildings and Properties.

2100 — ACCOMMODATION — 2199
PRIMARY NUMBERS AND PRIMARY SUBJECTS

| | |
|-------------|--------------------------------------|
| 2100 | Accommodation — General |
| 2110 | Cabins |
| 2115 | Camping — Other than in Parks |
| 2125 | Eating Establishments |
| 2135 | Hostels |
| 2140 | Hotels |
| 2155 | Motels |
| 2165 | Private Homes |
| 2175 | Rates |
| 2185 | Trailer Court Sites |

2100 — ACCOMMODATION — 2199

2100 - ACCOMMODATION — GENERAL

Includes correspondence relating to the availability, supervision, recommendation, etc. of tourist accommodation. These are operational records created because of the nature of this Department.

- 2100-0
- 1 General
- 2 Advertising for accommodation
- 3 Guest lists
- 4
- 5

2110 - CABINS

- 2110-0
- 1 General
- 2 Cabins with electricity
- 3 Heated cabins
- 4 Housekeeping cabins
- 5 Log cabins
- 6
- 7

NOTE: Definitions have not been included for numbers 2110 to 2185.

2115 - CAMPING — OTHER THAN IN PARKS

(See also 2210 series)

- 2115-0
- 1 General
- 2 Fees
- 3 Municipal camping grounds
- 4
- 5

2125 - EATING ESTABLISHMENTS

- 2125-0
- 1 General
- 2 Approved eating establishments
- 3 Restaurant services
- 4
- 5

2135 - HOSTELS

(See also 2740 series)

- 2135-0
- 1 General
- 2 Youth
- 3 Rates
- 4
- 5

2140 - HOTELS

2140-0

- 1 General
- 2 Reservations
- 3 Parking arrangements
- 4 Railway hotels
- 5 Check-out hours
- 6
- 7

2155 - MOTELS

2155-0

- 1 General
- 2 Reservations
- 3 Restrictions — general
- 3-1 — involving liquor
- 4 With swimming facilities
- 5
- 6

2165 - PRIVATE HOMES

2165-0

- 1 General
- 2 Rates
- 3 Cooking facilities
- 4 Noise
- 5
- 6

2175 - RATES

(See also under the various types of accommodation)

2175-0

- 1 General
- 2 Seasonal
- 3 Off season
- 4
- 5

2185 - TRAILER COURT SITES

2185-0

- 1 General
- 2 Facilities available
- 3 Reservations of trailer space
- 4 Rates
- 5 Recreation
- 6
- 7

PART 2
SECTION 3
PARKS
PRIMARY NUMBERS
2200 - 2299

Section 3 covers those subjects relating to the attractions and the facilities available to tourists within federal, provincial and other parks.

2200 — PARKS — 2299
PRIMARY NUMBERS AND PRIMARY SUBJECTS

| | |
|------|--------------------------|
| 2200 | Parks — General |
| 2210 | Camping and Campsites |
| 2215 | Conservation |
| 2240 | Licences and Permits |
| 2245 | Mineral Springs |
| 2250 | National Parks — General |
| 2255 | — Individual |
| 2260 | Paths and Trails |
| 2265 | Provincial Parks |
| 2275 | Sanctuaries |
| 2285 | Wildlife — General |
| 2288 | — Animals |
| 2291 | — Birds |
| 2294 | — Fish |

2200 — PARKS — 2299

2200 - PARKS — GENERAL

2200-0

- 1 General
- 2 Attractions
- 3 Damage to
- 4
- 5

NOTE: Definitions have not been included for numbers 2200 to 2265.

2210 - CAMPING AND CAMPSITES

(See also 2115 series)

2210-0

- 1 General
- 2 Campsites
- 3 Fees
- 4 Regulations — general
- 4-1 — campfires
- 5
- 6

2215 - CONSERVATION

2215-0

- 1 General
- 2 Controls
- 3
- 4

2240 - LICENCES AND PERMITS

2240-0

- 1 Policy
- 1 General
- 2 Fire permits
- 3 Fishing licences and permits
- 4
- 5

2245 - MINERAL SPRINGS

2245-0

- 1 General
- 2 Bathing facilities
- 3 Therapeutic effect of mineral springs
- 4 Swimming in mineral waters
- 5
- 6

2250 - NATIONAL PARKS — GENERAL

2250-0

- 1 General
- 2 Regulations — general
 - fish
 - game
- 2-1
- 2-2
- 3
- 4

2255 - NATIONAL PARKS — INDIVIDUAL

- B1 Banff
- C1 Cape Breton Highland
- E1 Elk Island
- F1 Forillon
- F2 Fundy

2260 - PATHS AND TRAILS

2260-0

- 1 General
- 2 Footbridges and walks
- 3 Hiking paths and trails
- 4
- 5

2265 - PROVINCIAL PARKS

- 2265-1 Newfoundland
- 2 Prince Edward Island
- 3 Nova Scotia
- 4 New Brunswick
- 5 Quebec
- 6 Ontario
- 7 Manitoba
- 8 Saskatchewan
- 9 Alberta
- 10 British Columbia

2275 - SANCTUARIES

Includes wildlife preserves to increase and maintain diversity of wildlife species; to protect the breeding, roosting and feeding grounds, etc.

2275-0

- 1 General
- 2 Breeding grounds
- 3
- 4

2285 - WILDLIFE — GENERAL

Includes the science of dealing with the animal and bird kingdom, the physiology, classification, habits, etc. of its members.

2285-0

- 1 General
- 2 Population
- 3 Protection
- 4
- 5

2288 - WILDLIFE — ANIMALS

2288-0

- 1 General
- 2 Antelope
- 3 Buffalo — general
- 3-1 — compounds
- 4 Coyotes
- 5 Deer
- 6
- 7

NOTE: Definitions have not been included for numbers 2288 to 2294.

2291 - WILDLIFE — BIRDS

2291-0

- 1 General
- 2 Ducks
- 3 Geese
- 4 Whooping cranes
- 5
- 6

2294 - WILDLIFE — FISH

2294-0

- 1 General
- 2 Limits
- 3 Fishing seasons
- 4
- 5

PART 2

SECTION 4

PRIVATE ENTERPRISE

PRIMARY NUMBERS

2300 - 2399

Section 4 includes those areas of responsibility relating to tourist attractions and related services which are sponsored by private interests.

2300 - PRIVATE ENTERPRISE - 2399
PRIMARY NUMBERS AND PRIMARY SUBJECTS

| | |
|-------------|-------------------------------------|
| 2300 | Private Enterprise — General |
| 2320 | Events and Attractions |
| 2325 | Exhibitions, Stampedes |
| 2335 | Informational Material |
| 2340 | Lodges and Resorts |
| 2350 | Museums, Planetariums, etc. |
| 2360 | Outdoor Attractions |
| 2375 | Shopping |
| 2385 | Transportation |

2300 - PRIVATE ENTERPRISE - 2399

2300 - PRIVATE ENTERPRISE — GENERAL

2300-0

- 1 General
- 2 Available lots for industry
- 3 Municipal grants
- 4 Local improvements
- 5
- 6

NOTE: Definitions have not been included for numbers 2300 to 2385.

2320 - EVENTS AND ATTRACTIONS

2320-0

- 1 General
- 2 Concerts — general
- 2-1 — band
- 3 Sailing events and attractions
- 4
- 5

2325 - EXHIBITIONS, STAMPEDES

2325-0

- 1 General
- 2 Central Canada Exhibition, Ottawa
- 3 Canadian National Exhibition, Toronto
- 4 Pacific National Exhibition, Vancouver
- 5 Calgary Stampede
- 6
- 7

2335 - INFORMATIONAL MATERIAL

2335-0

- 1 General
- 2 Maps
- 3 Pamphlets, brochures
- 4 Shopping guides
- 5
- 6

2340 - LODGES AND RESORTS

2340-0

- 1 General
- 2 Ski lodges
- 3 Entertainment
- 4 Summer resorts
- 5
- 6

2350 - MUSEUMS, PLANETARIUMS, ETC.

2350-0

- 1 General
- 2 Planetariums
- 3 Museums
- 4 Waxworks
- 5
- 6

2360 - OUTDOOR ATTRACTIONS

2360-0

- 1 General
- 2 Amusement parks
- 3 Botanical gardens
- 4 Zoos
- 5
- 6

2375 - SHOPPING

2375-0

- 1 General
- 2 Hours of shopping
- 3 Sales tax
- 4 Canada — United States customs duties
- 5 Shopping centres
- 6
- 7

2385 - TRANSPORTATION

2385-0

- 1 Policy
- 1 General
- 2 Automobile rentals
- 3 Taxis
- 4
- 5

PART 2
SECTION 5
PROFESSIONAL SPORTS
PRIMARY NUMBERS
2400 - 2499

Section 5 relates to the numerous professional sports events including, for example, baseball, football and hockey. Files exist for each league, for each team within that league, as well as subject files of a general nature.

2400 - PROFESSIONAL SPORTS - 2499
PRIMARY NUMBERS AND PRIMARY SUBJECTS

- 2400 Professional Sports — General
- 2410 Baseball
- 2430 Football — General
- 2435 — Canadian Football League — General
- 2440 — Canadian Football League — Eastern Conference
- 2442 — Canadian Football League — Western Conference
- 2445 — Minor Leagues
- 2460 Hockey — General
- 2465 — National Hockey League
- 2470 — World Hockey Association

2400 - PROFESSIONAL SPORTS - 2499

2400 - PROFESSIONAL SPORTS — GENERAL

2400-0

- 1 General
- 2 Artificial turf
- 3
- 4

NOTE: Definitions have not been included for numbers 2400 to 2470.

2410 - BASEBALL

2410-0

- 1 General
- 2 American League, United States of America
- 3 National League, United States of America
- 4
- 5

2430 - FOOTBALL — GENERAL

2430-0

- 1 General
- 2 Creation of new football leagues
- 3 Standard size footballs
- 4 Regulations
- 5 American Football League, United States of America
- 6 National Football League, United States of America
- 7
- 8

2435 - FOOTBALL — CANADIAN FOOTBALL LEAGUE — GENERAL

2435-0

- 1 General
- 2 Imports
- 3 Referees and linesmen
- 4 All star games
- 5
- 6

2440 - FOOTBALL — CANADIAN FOOTBALL LEAGUE — EASTERN CONFERENCE

2440-0

- 1 General
- 2 Hamilton Tiger Cats
- 3 Montreal Alouettes
- 4 Ottawa Roughriders
- 5 Toronto Argonauts
- 6
- 7

2442 - FOOTBALL — CANADIAN FOOTBALL LEAGUE — WESTERN CONFERENCE

2442-0

- 1 General
- 2 B.C. Lions
- 3 Calgary Stampeders
- 4 Edmonton Eskimos
- 5 Saskatchewan Roughriders
- 6 Winnipeg Blue Bombers
- 7
- 8

2445 - FOOTBALL — MINOR LEAGUES

2445-0

- 1 General
- 2 NDG Maple Leafs
- 3 Ottawa Sooners
- 4 Saskatoon Hilltops
- 5
- 6

2460 - HOCKEY — GENERAL

2460-0

- 1 General
- 2 Hockey Hall of Fame
- 3 Officials
- 4

2465 - HOCKEY — NATIONAL HOCKEY LEAGUE

2465-0

- 1 General
- 2 Salaries
- 3 All star games
- 4
- 5

2470 - HOCKEY — WORLD HOCKEY ASSOCIATION

2470-0

- 1 General
- 2 Salaries
- 3
- 4

PART 2

SECTION 6

RECREATION AND AMATEUR SPORTS

PRIMARY NUMBERS

2500 - 2599

Section 6 relates to the availability and the encouragement of recreational activities and sports of a non-professional nature.

2500 — RECREATION AND AMATEUR SPORTS — 2599
PRIMARY NUMBERS AND PRIMARY SUBJECTS

| | |
|-------------|--|
| 2500 | Recreation and Amateur Sports — General |
| 2505 | Auto Racing |
| 2525 | Fishing |
| 2555 | Olympics |
| 2560 | Physical Fitness |
| 2570 | Summer Sports |
| 2580 | Tournaments |
| 2590 | Winter Sports |

2500 — RECREATION AND AMATEUR SPORTS — 2599

2500 - RECREATION AND AMATEUR SPORTS — GENERAL

2500-0

- 1 General
- 2
- 3

NOTE: Definitions have not been included for numbers 2500 to 2590.

2505 - AUTO RACING

2505-0

- 1 General
- 2 Midget cars
- 3 Stock cars
- 4
- 5

2525 - FISHING

2525-0

- 1 General
- 2 Permits
- 3 Ice fishing
- 4 Seasons
- 5
- 6

2555 - OLYMPICS

2555-0

- 1 General
- 2 Financing of games
- 3 Summer
- 4 Winter
- 5
- 6

2560 - PHYSICAL FITNESS

2560-0

- 1 General
- 2 Cycling
- 3 Jogging
- 4 Push ups
- 5
- 6

2570 - SUMMER SPORTS

2570-0

- 1 General
- 2 Badminton
- 3 Golf
- 4 Tennis
- 5
- 6

2580 - TOURNAMENTS

2580-0

- 1 General
- 2 Basketball
- 3 Swimming
- 4 Tennis
- 5
- 6

2590 - WINTER SPORTS

2590-0

- 1 General
- 2 Skating
- 3 Skiing
- 4 Sledding
- 5
- 6

PART 2
SECTION 7

TRAVEL
PRIMARY NUMBERS

2600 - 2699

Section 7 includes subjects relating to all types of public travel, including arrangements of an operational area. It does not include travel and related arrangements of departmental officials in the conduct of their duties.

2600 — TRAVEL — 2699
PRIMARY NUMBERS AND PRIMARY SUBJECTS

| | |
|------|-------------------------------------|
| 2600 | Travel — General |
| 2605 | Air — General |
| 2610 | — Reservations, Rates and Schedules |
| 2615 | Auto Travel |
| 2635 | Highway Travel — General |
| 2640 | — Trailers |
| 2655 | Motor Leagues |
| 2670 | Rail — General |
| 2675 | — Reservations, Rates and Schedules |
| 2680 | Research Surveys |
| 2685 | Senior Citizens |
| 2690 | Traffic Accidents |

2600 — TRAVEL — 2699

2600 - TRAVEL — GENERAL

- 2600-0 Policy
- 1 General
- 2 Travel Bureaus
- 3
- 4

NOTE: Definitions have not been included for numbers 2600 to 2690.

2605 - AIR — GENERAL

- 2605-0
- 1 General
- 2 Economy class
- 3 Excursions
- 4 Strikes — general
- 4-1 — Air Canada
- 4-2 — Canadian Pacific Airlines
- 5
- 6

2610 - AIR — RESERVATIONS, RATES AND SCHEDULES

- 2610-0
- 1 General
- 2 Reservations
- 3 Rates
- 4 Schedules
- 5
- 6

2615 - AUTO TRAVEL

- 2615-0
- 1 General
- 2 Gasoline shortages
- 3 Speed limits
- 4
- 5

2635 - HIGHWAY TRAVEL — GENERAL

- 2635-0
- 1 General
- 2 Buses
- 3 Truck traffic
- 4
- 5

2640 - HIGHWAY TRAVEL — TRAILERS

2640-0

- 1 General
- 2 Boat trailer traffic
- 3 Tent trailer traffic
- 4 Mobile homes on highways
- 5
- 6

2655 - MOTOR LEAGUES

2655-0

- 1 General
- 2 Insurance
- 3 Membership
- 4 Maps
- 5
- 6

2670 - RAIL — GENERAL

2670-0

- 1 General
- 2 Excursions
- 3 Stop overs
- 4
- 5

2675 - RAIL — RESERVATIONS, RATES AND SCHEDULES

2675-0

- 1 General
- 2 Reservations
- 3 Rates
- 4 Schedules
- 5
- 6

2680 - RESEARCH SURVEYS

2680-0

- 1 General
- 2 On tourist travel from foreign countries
- 3 Survey on domestic travel
- 4
- 5

2685 - SENIOR CITIZENS

2685-0

- 1 General
- 2 Reduced fares
- 3 Senior citizen tours
- 4
- 5

2690 - TRAFFIC ACCIDENTS

2690-0

- 1 General
- 2 Compact cars
- 3 First aid to traffic victims
- 4 Injury and death statistics
- 5 Holiday weekends
- 6
- 7

PART 2
SECTION 8
YOUTH
PRIMARY NUMBERS
2700 - 2799

Section 8 includes subjects relating to the travel habits of to-day's youth with the related concerns for temporary accommodation, employment and safety.

2700 — YOUTH — 2799

PRIMARY NUMBERS AND PRIMARY SUBJECTS

| | |
|-------------|---------------------------------|
| 2700 | Youth — General |
| 2705 | Appearance and Behaviour |
| 2720 | East Coast |
| 2725 | Employment |
| 2735 | Hitch Hiking |
| 2740 | Hostels |
| 2765 | Outdoor Activities |
| 2790 | West Coast |

2700 — YOUTH — 2799

2700 - YOUTH — GENERAL

2700-0

- 1 General
- 2 Cultural exchange programs
- 3 Migration of youth
- 4 Missing persons
- 5
- 6

NOTE: Definitions have not been included for numbers 2700 to 2790.

2705 - APPEARANCE AND BEHAVIOUR

2705-0

- 1 General
- 2 Deportment
- 3 Dress
- 4
- 5

2720 - EAST COAST

2720-0

- 1 General
- 2 Cultural problems
- 3 Drug problems
- 4
- 5

2725 - EMPLOYMENT

2725-0

- 1 General
- 2 Advertisements for help
- 3 Tobacco pickers
- 4 Fruit pickers
- 5
- 6

2735 - HITCH HIKING

2735-0

- 1 General
- 2 Dangers
- 3 Stranded hikers
- 4 Female hikers
- 5
- 6

2740 - HOSTELS
(See also 2135 series)

- 2740.0
-1 General
-2 Financing
-3 Rules
-4 Supervision
-5
-6

2765 - OUTDOOR ACTIVITIES

- 2765.0
-1 General
-2 Auto races
-3 Open air concerts
-4 Motor cycle competitions
-5
-6

2790 - WEST COAST

- 2790.0
-1 General
-2 Hospitality on the coast near Vancouver
-3 Drug problems
-4 Mild west coast climate
-5
-6

PART 3

CODES

CODES

I. DEFINITION

A code is a symbol used to abbreviate or identify a particular location, organization, etc., in place of the proper name and title to aid in speeding the classification, filing and retrieval of records.

II. CODE DESIGN

A coding scheme should be designed to permit quick comprehension and use. Codes should be:

- A. Short — each symbol should be restricted to a few characters (letters and/or numbers) preferably not more than four: e.g. A1, 1/0, 10/12;
- B. Simple — a complex arrangement with variations in composition should be avoided. Complex coding schemes create problems in subject filing and do not serve the purpose for which they were created;
- C. Meaningful — if practical, the symbol for codes should be meaningful rather than abstract. For example, use such concrete characters as: the last two digits of a year, a contract number, a form number, a vehicle number, etc.;
- D. Flexible — the coding symbols must be flexible to permit additions of new names and organizations, etc., without changing the symbols already assigned and without breaking the continuity of the pattern.

Codes are used as a suffix (never a prefix) in conjunction with a primary and/or secondary number, thereby identifying a particular subject for a given location, organization, etc.

III. DETERMINING THE NEED FOR CODES

A. General

The size of a department or agency, autonomy of branches, divisions or services, and diversity of programs should be considered carefully by the records manager or systems analyst in determining the need for codes.

In many government departments and agencies, codes may be required for one, two, or all of the following areas:

1. Associations, Clubs, Institutes, Leagues, Societies;
2. Committees, Commissions, Councils, Panels, Task Forces;
3. Conferences, Meetings, Symposia;
4. Colleges, Schools, Universities;
5. Companies, Corporations, Firms;
6. Geographical Locations, i.e. Countries;
7. Provinces of Canada;
8. Municipalities;

9. Federal Government Departments and Agencies;

10. Organizational Structure of a Department or Agency.

B. Code Symbols

1. General

A code symbol is not required generally under a specific primary number and subject unless more than fifteen such code symbols are required. When there is not sufficient need for these code symbols, then the secondary and/or tertiary numbers will provide the same aids as the code symbols.

When more than fifteen symbols are required, use should also be made of other devices such as mnemonic (memory) aids as discussed previously, e.g. -74 to represent the year 1974.

2. Alpha Numeric

The most obvious and the most widely used code symbols are the alpha numeric. Examples of these are:

| | | |
|----------------|------------|---|
| <u>PRIMARY</u> | <u>160</u> | <u>ASSOCIATIONS, CLUBS, SOCIETIES</u> |
| | -0 | |
| | -1 | General |
| | -2 | Membership and Fees |
| <u>CODE</u> | -A1 | American Records Management Association |

| | | |
|----------------|------------|--|
| <u>PRIMARY</u> | <u>200</u> | <u>COMMITTEES</u> |
| | -0 | |
| | -1 | General |
| | -2 | Inventory of Federal/Provincial Committees |
| <u>CODE</u> | -A1 | Advisory Committee on Northern Development |

| | | |
|----------------|------------|---------------------------------------|
| <u>PRIMARY</u> | <u>250</u> | <u>COMPANIES, CORPORATIONS, FIRMS</u> |
| | -0 | |
| | -1 | General |
| <u>CODE</u> | -A1 | Allied Building Company |

In the above arrangement, the code "A1" is NOT standardized throughout the coding scheme to stand always for a given organization. The code "A1" has been used to represent an association, a committee and a company. The *primary* numbers and subjects identify the code as being an association, committee or company.

C. Department or Agency Organization Code Structure

If organizational codes are required, a numeric system should be used for the organizational structure of a department or agency, including its field offices, to provide adequate expansion possibilities. Also, these codes are frequently used with several different primary numbers and subjects such as Administration, Organization, Establishment, Reports and Statistics, Visits, etc.

Numbers beginning at "1" are allotted for the department or agency concerned as a whole. The branches, divisions and field offices are allotted further numbers beginning at "2" and upwards. The sections or units of a branch, division, or field office are brought together by an oblique stroke "/" and a number, as in the following examples:

- 1/ Department of Tourism
- 1/0 General
- 2/ Minister's Office
- 2/0 General
- 2/1
- 2/2
- 3/ Deputy Minister's Office
- 3/0 General
- 3/1
- 3/2
- 4/ Assistant Deputy Minister – Parks
- 4/0 General
- 4/1
- 4/2
- 5/ Assistant Deputy Minister – Recreation
- 5/0 General
- 5/1
- 5/2
- 6/ Administrative Services Branch
- 6/0 General
- 6/1 Administrative Services Division
- 6/2 Department Library
- 6/3 Financial Services Division
- 6/4 Information Services
- 6/5 Materiel Management Division
- 6/6
- 6/7
- 7/ Personnel Branch
- 7/0 General
- 7/1 Classification Division
- 7/2 Staffing and Development Division
- 7/3 Staff Relations Division
- 7/4
- 7/5
- 8/ Parks Branch
- 8/0 General
- 8/1 Planning Division
- 8/2 Resources Division
- 8/3
- 8/4
- 9/ Recreation Branch
- 9/0 General
- 9/1 Outdoor Recreation Division
- 9/2 Professional Sports Division
- 9/3
- 9/4

10/

to Unallotted

19/

20/ Eastern Region

20/0 General

20/1 Regional Office — Halifax, Nova Scotia

20/2 District Office — St. John's, Newfoundland

20/3 — Saint John, New Brunswick

20/4

20/5

21/ Quebec Region

21/0 General

21/1 Regional Office — Montreal, Quebec

21/2 District Office — Hull, Quebec

21/3 — Sherbrooke, Quebec

21/4

21/5

22/ Ontario Region

22/0 General

22/1 Regional Office — Toronto, Ontario

22/2 District Office — London, Ontario

22/3 — Ottawa, Ontario

22/4 — North Bay, Ontario

22/5 — Thunder Bay, Ontario

22/6

22/7

23/ Central Region

23/0 General

23/1 Regional Office — Winnipeg, Manitoba

23/2 District Office — Brandon, Manitoba

23/3 — Regina, Saskatchewan

23/4

23/5

24/ Western Region

24/0 General

24/1 Regional Office — Vancouver, British Columbia

24/2 District Office — Kamloops, British Columbia

24/3 — Victoria, British Columbia

24/4 — Calgary, Alberta

24/5 — Edmonton, Alberta

D. Codes with Secondary Numbers

A code may be used with secondary numbers to indicate a particular subject file for a given location, organization, etc. For example:

| <u>PRIMARY</u> | <u>446</u> | <u>REPORTS AND STATISTICS — QUARTERLY</u> |
|----------------|------------|---|
| | -0 | |
| | -1 | General |
| | -2 | Summary reports — general |
| | -2-20/1 | — Regional Office, Halifax, Nova Scotia |
| | -2-21/1 | — Regional Office, Montreal, Quebec |

E. Provinces of Canada

When there is a requirement to establish codes for the provinces of Canada, a straight numeric number may be allotted. The provinces should be numbered geographically from east to west. Since this arrangement could appear in a number of places throughout the system, a specific province would then always be numbered consistently and the number remembered. For example:

| <u>142</u> | <u>ACTS AND LEGISLATION — PROVINCIAL</u> |
|------------|--|
| -1 | Newfoundland |
| -2 | Prince Edward Island |
| -3 | Nova Scotia |
| -4 | New Brunswick |
| -5 | Quebec |
| -6 | Ontario |
| -7 | Manitoba |
| -8 | Saskatchewan |
| -9 | Alberta |
| -10 | British Columbia |

Further examples are shown in the file listings of the various Sections of Parts 1 and 2 of this *Guide*. In this instance, *only* is -1 used for other than "General".

The records manager should be aware of any secondary uses for the records. For example, many departments or agencies administer programs involving liaison with the provinces. It may be adequate to maintain a file for each province, however, a user periodically may require groups of files concerning types of industries for a given province. Under primary number 2075, the files could be arranged as follows:

| <u>2075</u> | <u>TOURISM — PROVINCIAL — INDUSTRY</u> |
|-------------|--|
| -1 | Newfoundland — industry, general |
| -1-1 | — pottery industry |
| -1-2 | — weaving industry |
| -2 | Prince Edward Island — industry, general |
| -2-1 | — pottery industry |
| -2-2 | — weaving industry |

NOTE: The numbers standing for both the provinces and the types of industries are standardized.

Again, a user periodically may require groups of files concerning specific industries arranged by province. Under primary 2075, the files could be arranged as follows:

2075 TOURISM — INDUSTRY — PROVINCIAL

- 2 Pottery Industry — provincial, general
- 2-1 — Newfoundland
- 2-2 — Nova Scotia
- 2-3 — New Brunswick

- 3 Weaving Industry — provincial, general
- 3-1 — Newfoundland
- 3-2 — Nova Scotia
- 3-3 — New Brunswick

NOTE: Only the numbers standing for the provinces are standardized.

PART 4

INDEX

This alphabetical index includes only administrative primary subjects and sub-subjects in Part 1.

The operational records in Part 2 relating to a fictitious Department of Tourism have not been included. These subjects have no common interest to government departments and agencies. Normally the operational primary subjects and sub-subjects would be included in this index.

“See” is used to indicate a cross-reference only, *not* a file on the subject listed specifically.

A

“A” BUDGETS:

- General 908-1
- By year See 908 series

ABANDONMENT:

- Of positions 1240-3

ABBREVIATIONS:

- General 100-2

ACCESS:

- To public records See 420 series

ACCESSIONS(ing):

- Library See 355 series
- Records retention and disposal See 430 series

ACCIDENTS:

- General 110-1
- Aircraft See 110 series
- Claims — general See 110 series
 - motor vehicles See 116 series
- Equipment See 110 series
- Explosives See 110 series
- Investigations See 110:116 series
- Motor vehicle — general 115-1
 - individual See 116 series
 - prevention — general 115-2
 - safe driving week 115-2-1
 - skilled driving competitions 115-2-2
 - safety 115-2
- Personal See 1005 series
- Prevention and safety — general 110-2
 - motor vehicles 115-2
- Railway See 110 series
- Ship See 110 series

ACCOMMODATION:

- General 505-1
- Allocation of space See 505 series
- Offers of space 505-2
- Open office landscaping 505-4
- Planning 505-3
- Reports — general 510-1
 - DPW status reports 510-2
 - monthly reports 510-3
- Requirements 505-3

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|--|----------------|
| — General | 855-1 |
| — Buildings and properties | 515-1 |
| — Cash — general | 858-1 |
| — blotters | 858-2 |
| — control records | 858-3 |
| — policy | 858-0 |
| — receipt journals | See 858 series |
| — Equipment and supplies — general | 705-1 |
| — furniture and furnishings | 705-2 |
| — office appliances | 705-3 |
| — Procedures | 855-2 |

ACCOUNTS:

| | |
|-------------------------------------|----------------|
| — General | 855-1 |
| — Payable — general | 862-1 |
| — advertising | 862-2 |
| — individual | See 864 series |
| — postage | 862-3 |
| — printing | 862-4 |
| — Public | 855-3 |
| — Receivable — general | 870-1 |
| — individual | See 874 series |
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| — write-offs | 870-3 |
| — Standing advances — general | 878-1 |
| — imprest bank | 878-3 |
| — petty cash | 878-2 |
| — travel | 995-3 |

ACHIEVEMENT:

| | |
|----------------------------|--------|
| — Outstanding awards | 1025-4 |
|----------------------------|--------|

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| | |
|-----------------------------|----------------|
| — Buildings — general | 530-1 |
| — leases | See 530 series |
| — mobile trailers | 530-3 |
| — purchase | See 530 series |
| — renewal of leases | 530-2 |
| — transfer | See 530 series |
| — Lands — general | 595-1 |
| — leases | 595-3 |
| — proposed sites | 595-2 |
| — purchase | See 595 series |
| — sites | See 595 series |
| — transfer | See 595 series |
| — Library | See 355 series |

ACTING:

| | |
|-------------------------|--------|
| — Appointments | 1010-2 |
| — Pay regulations | 1255-2 |

ACTIVITY(ies):

| | |
|-----------------------------|----------------|
| — Plans and programs | See 410 series |
| — Reports — general | 440-2 |
| — monthly — personnel | 1230-2 |

ACTS AND LEGISLATION:

| | |
|--------------------------------|------------------|
| — General | 120-1 |
| — Departmental — general | 125-1 |
| — individual | See 125 series |
| — legislative program | See 125-2 series |
| — Federal — general | 135-1 |
| — individual | See 135 series |
| — Foreign — general | 138-1 |
| — individual | See 138 series |
| — Municipal by-laws | 120-2 |
| — Provincial — general | 142-15 |
| — individual | See 142 series |

ADDRESS(es):

| | |
|--|----------------|
| — Building | 525-2 |
| — Cards | 830-2 |
| — Corporations, companies, firms | See 250 series |
| — Information services | 295-2 |
| — Speeches | See 324 series |

ADJUDICATION:

| | |
|--|--------|
| — General | 1270-1 |
| — Cases withdrawn | 1270-4 |
| — Federal Court of Appeal decisions | 1270-3 |
| — Policy | 1270-0 |
| — Public Service Staff Relations Board decisions | 1270-2 |

ADMINISTRATION(ive):

| | |
|---|-----------------------|
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| — Circulars | 195-1 |
| — Directives | 195-1 |
| — Foreign Service category — classification | See 1055:1060 series |
| — Manual | 195-2 |
| — Orders | 195-1 |
| — Organization | 105-1 |
| — Records retention and disposal schedules | 430-4 |
| — Reports and statistics | See 440 to 448 series |
| — Support category — classification | See 1055:1060 series |
| — Telecommunications Agency — general | 210-3 |
| — circulars | 210-3-1 |
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| | |
|-------------------------------|----------------|
| — Standing — general | 878-1 |
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| — petty cash | 878-2 |
| — travel | 995-3 |
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| — Working capital | 962-1 |

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| | |
|------------------------------------|--------|
| — General | 298-1 |
| — Accounts | 862-2 |
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|---|-----------------|
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| — Television | 298-4 |
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| — Commissioner of | 350-3 |
| AGE: | |
| — Extension of employment beyond 65 | 1080-5 |
| AGENDA: | |
| — Associations, clubs, institutes, leagues, societies | See 160 series |
| — Committees, boards, commissions, councils, etc. | See 200 series |
| — Conferences, meetings, symposia | See 220 series |
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| — Bargaining | See 1280 series |
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| — Collective | See 1285 series |
| — Equipment | 700-2 |
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| — Record of | 150-2 |
| — Standing offer | See 825 series |
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| AIR: | |
| — Accidents | See 110 series |
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| — Accidents | See 110 series |
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| — Protective alarms and intrusion detection systems | 470-2 |
| ALBERTA: | |
| — Acts and legislation | 142-9 |
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| ALCOHOLISM: | |
| — Counselling | 1385-4-1 |
| ALLEGIANCE: | |
| — Oaths of | 1000-4 |
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| ALLOTMENT(s): | |
| — Financial — general | 884-1 |
| — control | See 884 series |

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| | |
|--------------------------|----------------|
| — General | 888-1 |
| — Bilingual bonus | 888-2 |
| — Entertainment | 958-3 |
| — Foreign service | 888-3 |
| — Hospitality | 958-2 |
| — Isolated posts | See 888 series |
| — Travel — general | 995-2 |
| — individual | See 995 series |

ALTERATIONS AND REPAIRS:

| | |
|--|-----------------------|
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| — requisitions for services to DPW | 535-2 |
| — Equipment — general | 780-1 |
| — data processing | 780-3 |
| — furniture and furnishings | See 780 series |
| — office appliances | 780-2 |
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| — Furniture and furnishings | See 780 series |
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| — Utilities | See 650 to 685 series |
| — Vehicles — general | 840-3 |
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|---------------|----------------|
| — Taxes | See 992 series |
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|-------------|-----------------|
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| — Of appointments | 1010-3 |
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| | |
|---|------------------|
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|--------------------------|--------|
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|--------------------|--------|
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| | |
|-----------------------|--------|
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- Bravery 1020-3
- Centennial medal 1020-2
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- Standing imprest accounts 878-3
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|---|-----------------------|
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| — Survey of benefit usage in the Public Service | 1310-5 |
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| — Personnel — competition | See 1090 series |
| — Use of bulletin boards — general | 100-3 |
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